

## **TOWN OF ELKTON**

### **JOB DESCRIPTION**

#### **OFFICER – Patrol Division**

<b>Department:</b>	<b>Elkton Police Department</b>
<b>Reports to:</b>	<b>Patrol Division Sergeant – Field Operations Lieutenant</b>
<b>Classification:</b>	<b>Non-exempt</b>
<b>Salary Range:</b>	<b>Grade 2-Step 1 (Annual Base \$50,275.59 non-certified)</b> <b>Grade 2-Step 2 (Annual Base \$51,783.86 certified)</b>

**Rev. July 2022**

#### **JOB SUMMARY:**

A Patrol Officer is a full-time uniformed member of the police department whose primary function is to protect life and property, to preserve the public peace, to enforce local, state, and federal laws, to apprehend law violators, to prevent crime, to meet community needs, and to serve as assistant squad leader as required.

#### **ESSENTIAL FUNCTIONS:**

1. Patrols an assigned area in vehicle, and/or on foot; maintains visible presence to assist in crime prevention; performs beat patrol, concentrating on high incident areas in order to detect possible criminal activities or need for service; checks businesses and residential areas; monitors broadcasts by dispatchers and other officers to ensure awareness of activities in the area and to provide assistance as required; identifies, reports, and responds to suspicious conditions or persons.
2. Provides general police and public service -- missing persons, injured persons, lock-outs, abandoned vehicles, dog bites, civil disputes, vehicle inspections, etc.; responds to scenes through radio runs, notification, or observation; evaluates the situation to determine needs (assistance from others or other agencies, ambulance, etc.); identifies and implements appropriate course of action.
3. Receives emergency and non-emergency radio calls and information from dispatch personnel; acknowledges dispatched calls and notes relevant information; responds to calls, using siren and/or emergency lights; advises status of initial response; indicates back in service upon completion of activities.
4. Investigates crimes and apprehends suspects; responds to scenes of possible criminal activity through radio calls, notification, or observation; assess the scene to determine situation needs (other officers, ambulance, detectives, K-9, etc.); provides assistance to victims; searches and secures the crime scene; collects and preserves evidence; interviews complainants and witnesses; notifies dispatch personnel of descriptions for broadcast; pursues suspects on foot and in vehicles and/or apprehends suspects; interrogates suspects, advising of rights; seizes contraband and stolen property; makes arrests using appropriate force; conducts searches of arrested suspects; transports/ensures transportation of suspects/evidence to an appropriate processing/detention area; advises victims of prosecution procedures/victims' assistance programs; processes or assists in processing suspects.
5. Handles domestic and neighborhood disputes; evaluates scene to determine needs; may administer first aid; assists in resolution of conflicts; subdues violent suspects using necessary physical force; makes arrests to preserve the peace; conducts searches of arrested persons; provides referral as appropriate.

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6. Observes traffic violations; stops vehicles; checks registration and licenses for status; advises the driver of violations committed and the need to maintain safe driving practices; conducts field sobriety tests; issues citations/warnings/equipment repair orders and/or makes arrests to enforce the law, advising the violator of rights; conducts searches of arrestee; ensures proper transportation of arrested subjects and processing of vehicles; conducts selective enforcement measures.
7. Handles accidents, fires, and disasters; assesses the scene to determine situation needs; secures the scene to protect victims and property and prevent further incidents; gives first aid and calls for medical assistance; conducts investigation, gathering evidence, taking statements, and preparing diagrams; issues citations and makes arrests as appropriate; conducts searches of arrestee; ensures proper transport of arrestee; processes vehicles and clears the scene.
8. Serves search and arrest warrants and criminal summonses issued by the court, securing the location and maintaining officer safety.
9. Establishes traffic control and police protection at incidents which may attract crowds such as parades, carnivals, and civil disturbances.
10. Meets and talks with citizens, providing information and advising of safety measures; visits local businesses to determine needs for service; assists motorists; talks with juveniles; makes presentations to neighborhood and other types of organizations; identifies crime trends; works with the community to resolve disorder and crime problems.
11. Prepares reports (incident reports, probable cause affidavits, accident reports, property reports, etc.) related to police activities; observes and records events; checks reports for accuracy.
12. Testifies in court; prepares for testimony, reviewing reports and notes; meets with victims, witnesses, detectives, attorneys, etc., to review cases; obtains appropriate evidence for prosecution in court.
13. Prepares for daily duties; attends roll call and other briefings; reviews crime information and information from other personnel/shifts; receives work direction from supervisors.
14. Maintains liaison with detectives, other patrol officers, other department personnel to share information and coordinate work activities.
15. Maintains uniform, equipment, weapons, and vehicle as required; maintains supply of needed forms and reports.
16. Attends training sessions (in-service, outside) to obtain information on new procedures and maintain compliance with department standards and MPTC requirements.

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17. Trains newly assigned or recruit officers in aspects of their job assignments by explaining or demonstrating work activities, by keeping them current on new laws, procedures, and/or directives, and/or by reviewing and correcting job performance.
18. Advises and instructs less experienced personnel concerning department policies and procedures, relevant laws and regulations, ethical conduct, etc., in order to ensure that assignments are carried out properly.
19. Assumes the day-to-day duties and responsibilities of a patrol supervisor as required.
20. Coordinates with the Patrol Sergeant to ensure the efficient, effective, disciplined and productive operation of a patrol squad.
21. Performs additional duties as required by the Chief of Police.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of department practices and procedures;
2. Skill in carrying out orders with precision and speed;
3. Ability to make decisions quickly and accurately;
4. Ability to learn and apply public safety regulations and procedures;
5. Ability to deal with the public in a courteous, informative and tactful manner.

**TRAINING AND EXPERIENCE:**

1. High school graduate or G.E.D. recipient;
2. Possess a valid driver's license;
3. Excellent physical condition and good moral character;
4. Meet all other requirements of the Maryland Police Training Commission.

**SAFETY CONSIDERATIONS/REQUIREMENTS:**

**The Patrol Officer is subject to exposure to extreme weather conditions, armed and/or dangerous and/or violent persons, hostile or violent crowds, arrests of felons, persons with contagious diseases, and hazards associated with emergency driving and traffic control.**

## **RESERVATION OF RIGHTS**

Upon written notice The Chief of Police may opt to amend, modify, or otherwise change the provisions, wording or any information included in this job description, not inconsistent with law. The Chief of Police may discontinue the position of Patrol Officer and may reassign personnel serving in this capacity to another position or to serve in any other capacity for the good of the Agency.