

CAMBRIDGE CITY POLICE DEPARTMENT

JOB DESCRIPTION

PATROLMAN

I. GENERAL DUTIES AND RESPONSIBILITIES

- A. Patrolman is a representative of his government. As such, he is governed by legal and moral standards of the highest nature. His philosophy must be one of dedication to public service, above his own personal interest, for the common good.
- B. Patrolman's duties and conduct shall be governed by the law of the state, the ordinances of the town, the general orders of the department and the orders of the Chief of Police.
- C. Patrolman shall discharge all responsibilities assigned him in an efficient manner.
- D. Patrolman shall, except in emergency situations, notify the Chief of Police or Assistant Chief of Police at least three (3) hours in advance of his duty shift that he is ill and/or unable to report for duty.
- E. Patrolman shall have a telephone at his place of residence, shall keep said telephone in working order and shall not unplug or remove said telephone when on or off duty in order for the Chief of Police, or his designee, to be able to reach him or her by phone.
- F. Patrolman shall be responsible for all equipment issued to him.
 - 1. No officer of the department shall trade, lend or sell to anyone equipment issued to him by this department.
 - 2. Any equipment that is defective shall be turned over to the Chief of Police who will issue a replacement.

II. TRAFFIC SUPERVISION RESPONSIBILITIES

- A. Patrolman shall be responsible for apprehending traffic violators upon the roadways of the Town of Cambridge City and Dublin, Indiana.

- B. Patrolman shall issue warnings on such forms as provided by the department to traffic violators when, in his opinion, guided by department policy, such action is appropriate.
- C. Patrolman shall issue summonses and sign complaints when, in the opinion of the officer and when in conformance with departmental policy, such action is necessary.
- D. Patrolman shall prepare thoroughly and completely all reports taken.
- E. Patrolman shall testify honestly, impartially and convincingly in court, bearing in mind that he is merely a witness relating facts so the court can pass judgment fairly.
- F. Patrolman shall diligently follow up each case to ensure speedy trials and dispositions.
- G. Patrolman shall check all vehicles for defects and take appropriate actions to ensure compliance with the state law.
- H. Patrolman shall serve promptly all warrant(s) assigned to him, regardless of whether the source of said warrant(s) is his department or that of another department.
- I. Patrolman shall regulate traffic on public highways when such action is necessary to facilitate the movement of traffic.
- J. Patrolman shall investigate all traffic accidents. He shall conduct a complete inquiry into the accident and attempt to ascertain the cause or causes of the accident.
- K. Patrolman shall take control of any emergency situation at which he is present.

III. PATROL RESPONSIBILITIES

- A. Patrolman shall observe all traffic hazards in the area and report them to his supervisors.
- B. Patrolman shall check all abandoned cars or cars parked in unusual locations for the purpose of detecting criminal activities.
- C. Patrolman shall conduct an aggressive surveillance of business establishments during the hours when said establishments are not occupied. To accomplish this requirement, buildings will be checked utilizing both the physical and spot-check methods.

- D. Patrolman shall check traffic for motorists who need assistance and shall provide them with such aid as is practical under the circumstances.
- E. Patrolman shall constantly strive to acquire information concerning all types of law violations within his patrol area and shall either take action himself or relay the information to the proper agency.
- F. Patrolman shall anticipate and prepare for any unusual events that might develop abnormal traffic conditions.
- G. Patrolman shall schedule his patrol activities by the time and place so as to ensure maximum effectiveness against violators in his area.
- H. Patrolman, when assigned to and engaged in patrol, shall patrol in a manner calculated to provide the greatest deterrent value and shall limit his stops to those essential to furthering the purpose of his patrol work.
- I. Patrolman shall be responsible for the apprehension and detainment of unlicensed dogs, licensed and unlicensed dogs running at large and other violations of the Town of Cambridge City Ordinance.

IV. PUBLIC RELATIONS RESPONSIBILITIES

- A. Patrolman shall address all violators in a firm, courteous manner calculated to develop respect and confidence in the officer and his department.
- B. Patrolman shall cultivate friendly, but formal, relations with lay citizens and civic leaders in the municipal area.
- C. Patrolman shall cultivate genial relations with other public officials for the purpose of promoting mutual trust and respect.
- D. Patrolman shall render courteous assistance to all stranded motorists and shall give to those who seek it reliable information in a courteous manner.
- E. Patrolman shall tactfully refuse all gifts, favors or monetary reward that may be offered him for his service to the public so as to avoid placing him and the department in a compromising position.

V. RESPONSIBILITY TO PROPERLY PERFORM HIS JOB

- A. Patrolman shall have a thorough knowledge of all criminal statutes for which the department is responsible for enforcing.
- B. Patrolman shall have a thorough and complete knowledge of all sections of the state laws dealing with traffic.

- C. Patrolman shall be thoroughly familiar with the policies and general orders of the department dealing with all matters that come within his area of responsibility.
- D. Patrolman shall have a thorough knowledge of state and local geography, particularly the highway region, points of scenic interest and other pertinent data useful for informing the traveling public.
- E. Patrolman shall have a general knowledge of community leaders, other governmental agencies, the person in charge of those other agencies and any related information concerning law enforcement agencies and their activities.

VI. PENALTIES

If Patrolman shall fail to perform his duties in a proper manner, either by his acts or neglect of acts, he shall be subject to whatever remedial or disciplinary action that is warranted under the circumstances.

VII. CHANGES IN THIS JOB DESCRIPTION

The Chief of Police or Town Board are the only persons authorized to make changes or amendments to this job description. For conformity, any changes in job descriptions must be approved by the Town Board.