



**CITY OF MISHAWAKA
MISHAWAKA POLICE DEPARTMENT**



A. JOB TITLE – PATROL OFFICER FIRST / SECOND CLASS

B. DEFINITION

This sworn officer is responsible for public protection, law enforcement, and criminal investigations. A Uniform Division Patrol Officer First and Second Class is assigned to 1 of 3 shifts in the preservation of public peace, prevention of crime, detection and arrest of violators, protection of life and property, enforcement of all State of Indiana criminal and infraction statutes and City of Mishawaka ordinances.

Under the General direction of the Uniform Division Shift Captain, a Uniform Division Patrol Officer First and Second Class must exercise considerable independent responsibility for their assigned shift and consult with superior officers to discuss progress or solicit advice.

A Uniform Division Patrol Officer First and Second Class is considered a front-line position. A Uniform Division Patrol Officer First and Second Class is held accountable for their own personal judgment and effectiveness.

C. ESSENTIAL FUNCTIONS OF THE JOB

1. Actively promote the values of the Mishawaka Police Department.
2. Take positive steps to adhere to the policies, procedures, SOPs, Chief's directives, duty manual and any other materials that are applicable to the Uniform Division Patrol Officer First and Second Class responsibilities.
3. Maintain the chain of command by passing orders through subordinate officers and keeping superior officers informed of current developments and/or results.
4. Act according to all applicable laws and Mishawaka Police Department policies, procedures, rules, and regulations.
5. Ensure that all generated case reports are thoroughly complete and accurate.
6. Conduct investigations involving citizens and suspects
7. Confer with the Detective Bureau and St. Joseph County Metro Units to formulate planned response to crime problems.
8. Confer with commanding officers and other shift personnel involved to consider possible deployment alternatives.
9. Respond to emergency or unusual situations, assume a command role when appropriate, perform the full range of patrol, traffic, investigative and any other related duties of a police officer.
10. Provide coordination and mutual aid to other law enforcement agencies in accordance with departmental policy
11. Develop cooperative working relationships with representatives of other local public safety departments.
12. Respond to citizen concerns or inquiries regarding police services.
13. Inform his/her commanding officer of all significant events or developments during the course of their shift.
14. Maintain Indiana Law Enforcement Certification by completing yearly training standards established by the law Enforcement Training Board and/or other training mandated by the Chief of Police.

D. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Patrol assigned area on foot or drive a vehicle searching for suspicious activity or situations, or checking for persons in need of service.

2. Monitor radio and other communication devices to receive assigned runs and to maintain awareness of activities in assigned areas or by other officers.
3. Assist citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspections and verifications, or abandoned vehicles.
4. Move, extract or carry people and provide emergency aid to injured people.
5. Investigate accidents and crime scenes, gather and preserve evidence, record observations and statements of suspects, witnesses and victims, request assistance from other officers or agencies.
6. Direct the removal of vehicles and ensure a clear area at accident scenes.
7. Pursue, apprehend, search and arrest suspects using only necessary force, advise suspects of rights and transport suspect to detention area.
8. Use appropriate equipment and weapons, restrain people from physically striking or injuring others.
9. Drive vehicle at high speeds when situation warrants.
10. Stop drivers when traffic violations are observed, verify information, issue citations and advise driver of safe driving practices.
11. Direct vehicular and pedestrian traffic when necessary.
12. Maintain visibility by meeting and talking with citizens in the community and making presentations at schools, neighborhood and civic organizations.
13. Write reports and complete forms as required and make oral reports to appropriate personnel.
14. Testify in court, and prepare to testify by reviewing reports and notes, meeting with attorneys and obtaining proper evidence.
15. Maintain uniform and equipment.
16. Participate in training schools for law enforcement, firearms, criminal justice, court procedures, emergency medicine and other related subjects.

E. EQUIPMENT USED

Due to the structure of the facility work force, aside from the administrative tasks, the Assistant must be fully capable of operating the following equipment:

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| 1. City vehicle | 3. Computer | 5. Weapon |
| 2. Handheld and vehicle radio | 4. Pepper mace | 6. Body Armor |

F. PHYSICAL REQUIREMENTS

Must be in sufficient physical condition including mobility and physical strength and stamina to respond to emergency situations, apprehend suspects, and perform basic physical tactics. Must have the ability to lift and pull individuals or objects; ability to work in a standard office setting and to operate a motor vehicle; be able to stand, walk, run and enter / exit a motor vehicle frequently. Manual dexterity and visual acuity is required.

G. ENVIRONMENTAL / WORKING CONDITIONS

Works inside and outside and may be called into emergency situations with exposure to difficult circumstances, including exposure to dangerous situations, hazardous conditions, and all-weather conditions.

H. REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of all Mishawaka Police Departments SOPs, Chief’s directives, general orders, procedures.
2. Knowledge of applicable city, county, state, and federal laws, regulations, and ordinances.
3. Law Enforcement methods, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit apprehension and transport of suspects/citizens.
4. Practices and procedures, including case laws governing arrest, preservation of evidence, probable cause, search, and seizure.
5. Courtroom procedures and techniques for testifying.
6. Computer applications relate to job performance.

I. **QUALIFICATIONS**

1. Valid Indiana Driver's License
2. Successful completions of Indiana Law Enforcement Agency
3. Maintain Indiana Law Enforcement certification per Indiana Law Enforcement Training Board

Employee Signature

Date

Department Signature

Date