

# City of Bluffton

## Job Description

**Job Title:** Patrol Officer  
**Department:** Police Department  
**Reports To:** Sergeant  
**FLSA Status:** Nonexempt  
**Last HR Review:** July 2016

**Principal Function:** The Patrol Officer is responsible for the efficient performance of general police responsibilities necessary to the safety and good order of the community.

**Essential Duties and Responsibilities:** Duties include, but are not limited to:

1. Responds to emergencies, incidents or dispatches and takes command of the situation until relieved by an Officer of superior rank.
2. Reduces the opportunities for the commission of crime through preventative patrol and other measures.
3. Identifies potentially serious law enforcement or governmental problems.
4. Records activity during a tour-of-duty in the manner prescribed by proper authority.
5. Provides emergency services, as needed.
6. Facilitates the movement of vehicular and pedestrian traffic.
7. Identifies criminal offenders and criminal activity and where appropriate apprehends offenders and participates in subsequent court proceedings.
8. Aides people who are in danger of physical harm.
9. Transports, receipts and secures all evidence and property coming into custody.
10. Advises the Sergeant on police matters and performs other duties as assigned.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Competencies:** To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one's emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

**Job-related Competencies** – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

## City of Bluffton Job Description

- **Judgment** – Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

**Education and/or Experience:** High school degree or general education degree (GED), Associate's degree (A.A) or equivalent (60 hours); and two year related experience and/or training; or equivalent combination of education and experience. Police Officer certification by the Indiana Law Enforcement Training Board or equivalent and Indiana Data and Communications System (IDACS) certification is required. Previous law enforcement experience is desired.

**Other Skills and Abilities:** The following skills and abilities are either required or desired.

- Computer software skills desired include: Microsoft Outlook, Word, Excel, and PowerPoint.
- A working knowledge of the rules and regulations of the Police Department is required.
- A working knowledge of approved principles, practices, and procedures of police work is required.
- A working knowledge of police investigative techniques and techniques of identification is required.
- A comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication is required
- A working knowledge of pertinent State laws, municipal ordinances and court decisions is required.
- The ability to analyze complex police problems and situations and adopt quick, effective and reasonable courses of action is required.
- A comprehensive knowledge of the geography of the City and County is required.
- The ability to maintain cooperative relationships with City officials and with the general public is required.
- The ability to organize ideas, prepare and write clear and concise reports is required.
- The ability to operate all Police Department vehicles is required.
- The ability to use such electronic equipment as radar, radios and camera and all approved Police Department equipment is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to speak, read and write in English is required. Spanish is desired.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

## City of Bluffton Job Description

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; run; climb or balance; stoop, kneel, crouch, or crawl; taste or smell; and lift and/or move up to 100 pounds with the use of an assistive device.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee frequently is exposed to outdoor weather conditions. The employee is occasionally exposed to working near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; work with explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate to loud.

Personal protective equipment must be worn as required to include: bullet resistant vests, work boots, protective hearing devices, safety goggles, gloves, safety vests and protective clothing.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends and holidays. Employees are also required to drive Police Department vehicles. Thus, a valid driver's license is required.