

# ***POLICE OFFICER ESSENTIAL FUNCTIONS***

## **PERFORMING POLICE OFFICER DUTIES**

1. Drive motor vehicle under non-emergency conditions.
2. Search persons, vehicles and places.
3. Drive motor vehicle under emergency circumstances.
4. Respond to calls.
5. Patrol assigned area in a vehicle.
6. Transport prisoners.
7. Make checks of various types of premises.
8. Check condition/status of assigned patrol equipment.
9. Warn offenders in lieu of arrest or citation.
10. Administer first aid.
11. Assist elderly or disabled persons or individuals in need of similar assistance.
12. Evacuate persons from dangerous area.
13. Make arrests.
14. Issue citations for non-traffic offenses.

### **Other Important Patrol Functions**

1. Escort vehicles or persons.
2. Respond to and resolve animal complaints.
3. Advise vehicle owners to remove abandoned vehicles.
4. Patrol assigned area on foot.
5. Check businesses for compliance with licensing requirements.
6. Handle canines.

## **ESSENTIAL TRAFFIC FUNCTIONS**

1. Enforce traffic and parking laws and ordinances.
2. Investigate traffic accidents and aid the injured.
3. Request emergency assistance for accident.
4. Locate witnesses to accidents.
5. Identify owner of vehicle involved in accident.
6. Issue parking or traffic citations.
7. Administer roadside sobriety test.
8. Follow suspicious vehicles.
9. Check vehicles for proper registration.
10. Control, regulate & direct traffic, vehicular and pedestrian.
11. Operate breathalyzer test apparatus.
12. Collect physical evidence from accident scenes.
13. Assist stranded motorist.
14. Direct traffic using barriers, flares, and hand signals.
15. Arrange for obtaining blood/urine samples for sobriety test.
16. Measure skid marks.
17. Remove hazards from roadway.

### **Other Important Traffic Functions**

1. Plan traffic patrol tactics.
2. Manually push a stalled motor vehicle with or without assistance.

### **ESSENTIAL ARREST/APPREHENSION FUNCTIONS**

1. Identify and apprehend offenders.
2. Handcuff suspects or prisoners.
3. Conduct frisk and pat down.
4. Advise persons of constitutional rights.
5. Seize contraband.
6. Use deadly force when necessary.
7. Fire weapons on duty.
8. Pursue suspect in vehicle.
9. Pursue suspect on foot.
10. Check welfare and maintain security of prisoners.
11. Detain prisoners for temporary holding purposes.
12. Accompany prisoners to their arraignments.

### **Other Important Arrest/Apprehension Functions**

1. Participate in raids.
2. Check individual making bond for wants or warrants.
3. Fingerprint suspect.
4. Organize and conduct photo or station-house lineups.

### **ESSENTIAL PHYSICAL FUNCTIONS**

1. Sit for long periods of time.
2. Clean and inspect weapons.
3. Maintain target practice skills, including the standards necessary to maintain qualification.
4. Subdue and arrest a resisting/attacking individual.
5. Encounter resistance during an arrest or in an emergency.
6. Sit or stand for long periods of time.
7. Encounter an armed suspect.
8. Wear bulky equipment.
9. Recover weapon from suspect who gives it up voluntarily.
10. Walk up and down flights of stairs.
11. Stand for long periods of time.
12. Perform an evasive maneuver to recover weapon from suspect.
13. Wear a protective vest.
14. Run fast for a short period of time to apprehend a suspect.
15. Run to person requiring emergency assistance.
16. Climb over obstacles such as fences, shrubs, ditches.
17. Run a distance of under 50 yards.
18. Walk for long periods of time.
19. Climb over obstacles lower than six feet.
20. Lift, pick up, and/or carry injured/deceased person.

### **Other Important Physical Functions**

1. Run a distance of over 50 yards.
2. Jump down from elevated surfaces.
3. Force entry into buildings.
4. Pull self up over obstacles.
5. Lift, pick up and/or carry heavy objects or equipment.
6. Pull self through openings.
7. Climb through small openings (e.g., windows).
8. Physically push large/heavy objects.
9. Drag injured/deceased person.
10. Crawl in confined areas (e.g. attics).
11. Run for a long period of time.
12. Carry an unconscious person unassisted.

### **ESSENTIAL INVESTIGATIVE FUNCTIONS**

1. Investigate crimes against persons and property.
2. Collect and preserve evidence.
3. Investigate suspicious persons or vehicles.
4. Locate witnesses to crime.
5. Investigate accidents.
6. Search crime scenes for physical evidence.
7. Search premises or property.
8. Secure accident, crime, and disaster scenes.
9. Interrogate suspects.
10. Make judgments re: probable cause for warrantless searches.
11. Document chain of custody of evidence.
12. Search for missing people.
13. Diagram crime and accident scenes.
14. Transport property or evidence.
15. Review information on criminal and traffic activity in area and roll call information.
16. Recover and inventory stolen property.
17. Investigate complaints of drug law violations.
18. Check stolen status on property through computer network.
19. Estimate value of stolen or recovered goods.
20. Process crime scene, fingerprints, accident scene, etc.
21. Conduct surveillance of individuals/locations.

### **Other Important Investigative Functions**

1. Trace stolen goods.
2. Review crime lab reports, records to aid investigation.
3. Examine dead bodies.

### **ESSENTIAL COMMUNICATIONS FUNCTIONS**

1. Interact and work with citizens.
2. Provide accurate oral descriptions.
3. Talk with people to establish rapport.
4. Explain complaints to offenders, victims, witnesses.

5. Exchange information with other law enforcement officials.
6. Participate in meetings with other officers (roll call).
7. Mediate family disputes.
8. Conduct interviews.
9. Comfort emotionally upset persons.
10. Advise victims, witnesses and offenders on legal procedures.
11. Refer persons to agencies providing social services.
12. Contact higher-level supervisors regarding problems.

**Other Important Communications Functions**

1. Conduct parent-juvenile conferences.
2. Contact lower level supervisors regarding problems.
3. Make presentations to groups.

**ESSENTIAL COMMUNITY/PUBLIC RELATIONS FUNCTIONS**

1. Use knowledge of community resources (e.g., detox).

**Other Important Community/Public Relations Functions**

1. None Found.

**ESSENTIAL COURT FUNCTIONS**

1. Testify in cases or hearings.
2. Confer with prosecutors or city attorney.
3. Testify in criminal and civil court cases.
4. Read and review reports and notes for court testimony.
5. Present evidence in legal proceedings.

**Other Important Court Functions**

1. Escort prisoners to and from court.

**ESSENTIAL PLANNING/ORGANIZING FUNCTIONS**

1. Perform special duties as assigned by superiors.

**Other Important Planning/Organizing Functions**

1. None Found.

## **ESSENTIAL PAPERWORK FUNCTIONS**

1. Write reports.
2. Obtain written statements from witnesses.
3. Obtain written statements from suspects.

### **Other Important Paperwork Functions**

1. Write memos.
2. Review and sign reports to ensure completeness and accuracy.

## **ESSENTIAL TRAINING FUNCTIONS**

1. None Found.

### **Other Important Training Functions**

1. Train other personnel and new officers.

## **ESSENTIAL ADMINISTRATIVE FUNCTIONS**

1. Determine whether incidents are criminal or civil matters.
2. Make judgments re: arrest/release of suspects/offenders.
3. Serve subpoenas and search/arrest warrants.
4. Place children in protective custody.

### **Other Important Administrative Functions**

1. Conduct or supervise searches of property.
2. Inform other units of major incidents.
3. Request assistance from other agencies.
4. Deal with barricade/hostage situations.
5. Direct assisting officers or public service personnel.

## **ESSENTIAL STRESS-RELATED FUNCTIONS**

1. Work in a highly stressful and emotional environment and remain calm and in control.
2. Cope with the stress that the job creates for family life.
3. Handle stress of being highly visible as an officer and being held to a higher standard of conduct.
4. Handle stress of violent situations.
5. Deal with the strain of the work shift.
6. Cope with stress from responding to many service calls.
7. Handle stress of traumatic incidents.
8. Handle stress created from witnessing domestic conflicts.
9. Adjust to rotating shift assignments, work holidays, etc.
10. Handle stress from responsibility of carrying a weapon.

### **Other Important Stress-Related Functions**

1. Handle stress associated with high profile cases.

### **ESSENTIAL HAZARDOUS FUNCTIONS**

1. Use proper equipment when dealing with blood borne diseases.
2. Deal with people afflicted with blood borne diseases (HIV).
3. Handle contaminated evidence (blood, needles, etc.).

### **Other Important Hazardous Functions**

1. Administer first aid to subjects with blood borne diseases.
2. Be exposed to hazardous materials, smoke inhalation, etc.

### **ESSENTIAL EQUIPMENT**

Automobile  
Handcuffs  
Flashlight  
Typewriter/Word Processor  
Plastic Gloves  
Breathalyzer  
Camera  
Radio  
Chemical agent  
Guns/Weapons  
Other Equipment Required by the Department

### **Other Important Equipment**

Fingerprint equipment