

## DEPARTMENT RULES AND REGULATIONS / POLICIES AND PROCEDURES

|                                                           |                   |                  |        |         |          |                    |
|-----------------------------------------------------------|-------------------|------------------|--------|---------|----------|--------------------|
| <b>TOMS RIVER<br/>POLICE DEPARTMENT</b>                   | EFFECTIVE<br>DATE | REVISION<br>DATE | PAGE # | SECTION | APPROVED | VOLUME             |
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| VOLUME TITLE:<br><b>ORGANIZATION</b>                      | # PAGES           |                  |        |         |          | CHAPTER            |
|                                                           | <b>4</b>          |                  |        |         |          | <b>8</b>           |
| ACCREDITATION STANDARD(S):                                | REFERENCE         |                  |        |         |          |                    |
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| SUBJECT:<br><b>PATROL OFFICER RESPONSIBILITIES</b>        |                   |                  |        |         |          | EVALUATION<br>DATE |
|                                                           |                   |                  |        |         |          |                    |
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| ATTORNEY GENERAL                                          |                   |                  |        |         |          |                    |
| PROSECUTOR'S OFFICE                                       |                   |                  |        |         |          |                    |
| REFERENCE                                                 |                   |                  |        |         |          |                    |

### **POLICY:**

Patrol officers are the basic providers of services delivered by the police department. Patrol officers have situational authority to control police incidents as they are first encountered. Patrol officers shall relinquish authority to superior officers as commanded.

### **I. PATROL OFFICER RESPONSIBILITIES**

- A. Protect life and property
- B. Report all public safety hazards and suspicious activities.
- C. Enforce all laws and ordinances within the legal jurisdiction of the Police Department of the Township of Toms River.
- D. Effect arrests, prepare cases and testify in court.
- E. Make preliminary investigations and file proper reports with regard to same.
- F. Inform immediate supervisors of all police hazards and matters that necessitate referral or affect internal or external affairs of the Department.
- G. Notwithstanding the assignment of regular specific duties and responsibilities, perform all other duties as assigned by the Chief of Police.

### **II. ESSENTIAL JOB FUNCTIONS**

1. Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous conditions and locations.
2. Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous conditions and locations.
3. Ascend or descend stairs.

4. Climb over, pull up over, jump over obstacles.
5. Jump down from elevated surfaces or areas.
6. Climb or crawl through openings.
7. Crawl under obstructions or in confined areas.
8. Balance on uneven or narrow surfaces.
9. Use body force to gain entrance or break through barriers.
10. Push objects, vehicles, or persons.
11. Pull objects or persons.
12. Lift and carry objects, or persons.
13. Drag objects or persons.
14. Sit or stand for extended periods of time.
15. Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power.
16. Swim.
17. ***Possess a current and valid New Jersey Driver's license.***
18. Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice or snow.
19. Detain individuals.
20. Stop suspicious individuals and vehicles.
21. Pursue fleeing suspects, in a vehicle or on foot.
22. Disarm persons.
23. Restrain or subdue resisting suspects.
24. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
25. Conduct visual and audio surveillance.
26. Perform law enforcement patrol functions, on foot or in a vehicle.
27. Issue summonses.
28. Direct traffic, sometimes for long periods of time, using hand signals, ***whistle***, flares, barricades, etc.
29. Observe, record, recall, and report incidents and information.
30. Operate radar equipment.
31. Administer field sobriety tests.
32. Operate a fire extinguisher.
33. Fingerprint, photograph, and video tape individuals, objects, and scenes.
34. Transport citizens, prisoners, and committed mental patients, using handcuffs and other restraints, when appropriate.
35. Work rotating shifts and adapt to irregular working conditions.
36. Maintain mental alertness and readiness to act, even during ***long*** periods of calm and inactivity.
37. Identify, collect, label, and preserve evidence.
38. Secure the scene of a crime, emergency, or disaster.
39. Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss, or injury.
40. Control crowds.

41. Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
42. Administer emergency first aid.
43. Physically check buildings, including doors and windows, to insure they are secure.
44. Remediate hazardous conditions by direct action or notification of appropriate authority or agency.
45. Perform searches of people, vehicles, buildings, and large outdoor areas, which may involve seeing, feeling, and detecting **minute** objects, and walking for long periods of time.
46. Search for missing, wanted, or lost persons and evidence.
47. **Legally possess, carry and retain control of a firearm.**
48. Load, unload, aim, and fire a handgun and shotgun or rifle in day and night conditions from a variety of body positions at the proficiency level **equal to or higher than the minimum** qualifications standard **issued by the Attorney General.**
49. Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
50. Understand and follow orders, policies, **directives**, and procedures.
51. Accept direction and function cooperatively as one member of a unit.
52. Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
53. Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
54. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, and warrants.
55. Communicate effectively and coherently over telephone or radio, initiating or responding to verbal communications.
56. Communicate effectively in court and in other formal settings.
57. Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes, and procedures.
58. Communicate effectively with individuals in an agitated or distraught condition.
59. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
60. Mediate disputes and confrontations with hostile and potentially violent individuals.
61. Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make **timely** decisions concerning choice of action and equipment.
62. Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during short periods of time **and while under considerable emotional and or physical stress.**
63. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.

64. Endure verbal, mental, and physical abuse, including threats, taunts, and insults to self, family, and fellow officers.
65. Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings; with crime victims, accident victims, disaster victims, and their families; with incidents of suicide, domestic violence, and homicide.