



## **EASTHAM POLICE DEPARTMENT**

2550 State Highway • Eastham, MA 02642  
508-255-0551 • Fax: 508-255-5412



ADAM E. BOHANNON  
*Chief of Police*

DANIEL W. DESCHAMPS  
*Deputy Chief*

## **POLICE OFFICER JOB DESCRIPTION**

### **SUMMARY**

A Patrol Officer shall be responsible for the efficient performance of required duties in conformance with rules, regulations, and policies.

Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community.

#### ***A Patrol Officer shall be expected to:***

- Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings;
- Reduce the opportunities for the commission of crime through preventive patrol and other measures;
- Aid individuals who are in danger of physical harm;
- Facilitate the movement of vehicular and pedestrian traffic;
- Identify problems that are potentially serious law enforcement or governmental problems;
- Create and maintain a feeling of security in the community; and
- Promote and preserve the peace; provide other services on an emergency basis.

### **GENERAL DUTIES AND RESPONSIBILITIES**

#### ***It is the duty and responsibility of a Patrol Officer is to:***

- Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers.
- Promptly obey legitimate orders.
- Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
- Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
- Respond punctually to all assignments; acquire and record information concerning events that have taken place since the last tour of duty; and record activity during tour of duty in the manner prescribed by proper authority.
- Maintain weapons and equipment in a functional, presentable condition.
- Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into custody.
- Counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.

“In Partnership with our Community”



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- Preserve the peace at public gatherings, neighborhood disputes and family quarrels; serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer; and confer with court prosecutors and testify in court.
- Accomplish other general duties as they are assigned or become necessary.