

TOWN OF GRIFFITH
GRIFFITH POLICE DEPARTMENT
BASIC ESSENTIAL JOB FUNCTIONS

Personnel in this classification of the Griffith Police Department, perform duties related to the protection of lives and property in the Town of Griffith to include, but not limited to, responding to calls for service, apprehending violators, directing vehicular and pedestrian traffic, enforcing traffic laws and investigating complaints of unlawful activity.

BASIC ESSENTIAL FUNCTIONS FOR POLICE OFFICERS

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

Monitor radio and other communication devices to receive assigned runs and to maintain awareness of activities in assigned areas or by other officers.

Assist citizens with problems such as lost children, injured persons, substance abuse issues, mental illness, animal bites, civil disputes, locked doors, vehicle inspection and verifications, or abandoned vehicles.

Refer persons to appropriate social service agencies when situation warrants.

Respond to assigned calls by driving, walking, or running to specified location, assess situation, determine need for other assistance, and take appropriate action.

Move people away from danger, including carrying unconscious people and providing emergency aid to injured people.

Investigate accidents, extract victims, provide emergency aid, gather evidence, record observations and statements of witnesses and victims, request assistance from other officers or agencies as needed, direct the removal of the vehicles involved, and ensure an area is clear.

Search crime scenes, take prescribed actions to preserve and protect evidence, and record findings and observations.

Interview victims, suspects, and witnesses, and record responses and observations.

Pursue, apprehend, search and arrest suspects using only necessary force, advise suspects of rights, and transport suspects to detention area.

Restrain people from physically striking or injuring others using appropriate weapons.

Drive a vehicle at high speed when situation warrants due to nature of emergency.

Stop drivers of vehicles when traffic violations are observed, verify license and registration data, advise driver of safe driving practices, and issue citations or make arrests as warranted.

Direct vehicular and pedestrian traffic when congestion occurs or as directed.

Report as directed to scenes of general emergencies and take appropriate action to protect life and property, such as directing traffic, quarantining an area, assisting individuals in leaving an area, preventing looting and requesting appropriate assistance.

Maintain visibility in the community by meeting and talking with citizens, provide information, visit local businesses, and make presentations to school, neighborhood and civic organizations.

Write reports and complete forms as required by operating procedure, and make oral reports to appropriate personnel.

Testify in court, prepare for such testimony by reviewing reports and notes, meet with attorneys and obtain appropriate evidence.

Participate in training of law enforcement procedures, including firearms, criminal justice, and court procedure, emergency medical aid and related subjects.

Maintain uniforms, equipment and weapons.

Maintain personal physical fitness.

Perform related duties as assigned.

Conduct routine preventative maintenance of police vehicles (check oil, lights, tires, etc.)
Use the telephone, portable radio, and other

voice communications systems.

ENVIRONMENTAL FACTORS FOR POLICE OFFICERS

The essential functions for police officers are performed in and affected by the following environmental factors. A police officer must:

Operate both as a member of a team and independently at incidents of uncertain duration.

Face exposure to infectious agents such as hepatitis B or HIV, Coronavirus, etc.

Perform complex tasks during life-threatening emergencies.

Work for long periods of time, requiring sustained physical activity and intense concentration.

Face life or death decisions during emergency conditions.

Tolerate exposure to grotesque sights and smells associated with major trauma.

Make rapid transitions from rest to near maximal exertion without warm-up periods.

Use of firearms, self-defense equipment and body armor.

Be able to physically protect him/herself.

Be able to communicate with people effectively

