POSITION DESCRIPTION

Class Title:

POLICE OFFICER

GENERAL PURPOSE: Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED: Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Works on rotating shifts performing security patrols, traffic control, investigation and first aid accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County and Town laws and ordinances; Patrols Town streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action. Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulance and other law enforcement vehicles. Takes measurements and draws diagrams of scene. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrest offenders. Prepares cases for giving testimony and testifies in court proceedings. Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community-oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc. Participates in investigating criminal law violations occurring within the Town limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities. Coordinates activities with other officers or other Town departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Court and Commonwealth's Attorney regarding cases, policies and procedures, as needed and assigned. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities. Completes other duties as assigned.

PERIPHERAL DUTIES: Maintains departmental equipment, supplies and facilities. Maintains contact with general public, court officials, and other Town officials in the performance of police operating activities. Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS: General: (A) Must be 21 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; (C) Felony convictions and disqualifying criminal histories within the past seven years are not allowed; (D) U.S. citizen; (E) Must be able to read and write the English language; (F) Must be of good moral character and of temperate and industrious habits.

EDUCATION AND EXPERIENCE: (A) High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal

justice administration, public administration, or a related field; or (B) An equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; (B) Some skill in operating the tools and equipment listed below; (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work by requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions.

SPECIAL REQUIREMENTS: (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension of revocation in any state; (B) Ability to meet Department's physical standards.

SELECTION GUIDELINES: Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; final session.

Lateral Entry: (A) Must be able to meet all Entry Level requirements listed above; (B) Must be able to pass medical exam and the Department's physical agility test; (C) Must have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application; (D) successful completion of Criminal Justice Training Academy or Equivalency Test within one (1) year after employment.

SELECTION GUIDELINES: Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; background check; polygraph examination; psychological examination; final selection.

TOOLS AND EQUIPMENT USED: Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, breathalyzer, pager, first aid equipment.

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 functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representatives 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 functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment, agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Chief of Police