

## **POLICE OFFICER**

### **Position Purpose:**

The purpose of this position is to perform general or special duty police work in the maintenance of law and order, in the protection of life and property, in the prevention and suppression of crime, and in the performance of community service; and all other related work as required. The Police Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs functions based primarily on clearly prescribed standard practice, but frequently is required to make decisions which involve the choice of action within limits defined by standard practice and instructions.

*Supervision Received:* Works under the general direction of the Chief of Police and in accordance with applicable Massachusetts General Laws, town policies and bylaws, and relevant state, federal, and local regulations and standards, referring all unusual cases to the Police Chief. The position is subject to review and evaluation according to the Town's personnel policies and any collective bargaining agreements.

*Supervision Given:* None regularly. When serving as Officer in Charge, supervises other Police Officers on duty.

### **Job Environment:**

Work is performed in cruiser, at Police Station, or outdoors, with frequent exposure to varying weather conditions and situations endangering personal safety. Wears appropriate uniform and equipment, including a firearm. Shift may consist of evenings and weekends.

Operates police cruiser, computer, telephones, standard office equipment, and all police equipment including firearms.

Makes frequent contacts with the general public, other law enforcement agencies, members of the legal community, medical facilities, and state agencies including D.S.S. and D.Y.S. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information, such as criminal investigation records, lawsuits, and highly sensitive personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could cause confusion and delay, be costly to correct, and could jeopardize personal safety, the safety of fellow officers and the general public.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

Exercises authority consistent with the obligations imposed by the oath of office and according to Massachusetts laws, local bylaws, policies, and procedures.

Assists all persons needing police assistance.

Detects and prevents crime through patrol. Patrols assigned areas throughout town to prevent crime and enforce laws. Apprehends persons violating the law or wanted by the police.

Performs building security checks. Observes and questions suspicious persons. Checks town roads and public assemblies.

Directs and expedites the flow of traffic at assigned intersections to prevent accidents, protect pedestrians and ensure the free flow of traffic. Enforces parking ordinances and motor vehicle laws; issues traffic and parking warnings and citations to violators. Reports malfunctioning streetlights, tree hazards, and any conditions endangering public safety.

Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.

Renders first aid as a first responder to persons requiring medical services until EMTs arrive.

Assists citizens requesting assistance or information. Counsels juveniles and adults when necessary and refers them to appropriate persons or agencies.

Serves or delivers criminal warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed. May confer with court prosecutor and other court officers, when assigned, testify in court.

Maintains weapons, equipment, and vehicle in a functional and presentable condition; reports all defects and damages.

Responds to public emergencies including ambulance and fire department calls.

Secures, receipts, and properly transports all incoming evidence for safe and accurate storage.

Completes detailed reports on all crimes, vehicle accidents, and other incidents requiring police attention; completes arrest report and/or investigation reports when necessary.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

## **Recommended Minimum Qualifications:**

### **Education, Training and Experience:**

High school education; Associate's degree in criminal justice, law enforcement or related field desirable; or any equivalent combination of education and experience.

### **Special Requirements:**

Possession of a valid motor vehicle operator's license.

Certification as a Police Officer from the Massachusetts Criminal Justice Training Council.

Certification in CPR. Certification as First Responder.

Possession of a License to Carry Firearms.

Training and qualification in the use of handguns.

### **Knowledge, Ability and Skill:**

*Knowledge:* Working knowledge of the statutes, local laws, law enforcement rules and regulations, and the court system. Thorough knowledge of rules of conduct as they pertain to a law enforcement officer carrying out duties (i.e., arrest, search and seizure, investigative detention, miranda warnings, use of force, etc.). Thorough knowledge of police facilities, equipment and operations. Knowledge of the rules and regulations which govern the use of force, police pursuits, roadblocks, and other emergency tactics when attempting to apprehend fleeing violators.

*Ability:* Ability to enforce the law impartially and to make sound judgments under stressful situations. Ability to communicate clearly and concisely, orally and in general or detailed instructions. Ability to analyze and interpret laws, by-laws, rules regulations, standards, and procedures, and apply them to specific situations and cases. Ability to conduct thorough criminal investigations and investigations into other matters presented on a case-by-case basis. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times.

*Skill:* Good problem solving skills. Skill in operating the above mentioned tools and equipment.

### **Physical Requirements:**

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. Works involves physical effort. Physical agility is required to access all types of areas. Regularly required to walk, run, stand, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Manually operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing up to 60 pounds. May be required to physically restrain person(s) during arrests using standard police procedures. Required to detect odors and have temperature sensitivity. Communicates verbally and in writing. Eyesight, including corrected eyesight, with regards to close vision, distance vision, color vision and depth perception is required to perform the job. A police officer must be both physically and mentally fit when reporting for duty.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*