

POLICE

Police Officer

DEFINITION

A Police Officer shall be responsible for the efficient performance of all duties in conformance with the directives contained in all manuals issued by the department

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Participate in a variety of community policing efforts, working with community constituencies and individuals
- Enforce laws
- Patrol the Town and follow up on requests and reports
- Write reports for every encounter
- Participate in extensive training
- Prepares and completes records, reports and other paperwork documenting incidents for use in prosecution of criminal cases. Maintains activity log.
- Is dispatched to crime and emergency scenes in response to reported violations, accidents, domestic disputes and abuses, and other incidents. Renders first aid to ill or injured persons.
- Makes arrests and performs searches and seizures; conducts investigation; interviews witnesses, suspects and complainants. Assists in processing persons placed under arrest.
- Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
- Delivers summonses, warrants, subpoenas and other official papers as directed.
- May serve as Officer In Charge
- Performs a variety of related duties as required.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

The employee has access to confidential information, including official police records, files, law suits, criminal records/investigations, client records, and department records.

EDUCATION AND EXPERIENCE

High school diploma or equivalent required. Associate's degree in Criminal Justice or related field preferred. A graduate from a police academy recognized by the Municipal Police Training Committee; or any equivalent combination of education and experience

Must meet Category A and B Medical Conditions and Physical Ability standards as established by the Human Resources Division of the Commonwealth of Massachusetts.

Certification as a First Responder and in CPR; Certification as a Massachusetts Emergency Medical Technician (E.M.T.) – Basic preferred

Certification in the use of Firearms, rifles, and/or shotguns per the Municipal Police Training Committee's guidelines

Valid Massachusetts driver's license.

Valid Massachusetts Class A Firearms License

KNOWLEDGE, ABILITY, AND SKILLS

The ability to enforce the law impartially and to make sound judgments under intense stressful conditions.

The ability to communicate clearly and concisely, orally and in writing.

Must have ability to run, bend over, crawl and climb walls.

The ability to wrestle, subdue and handcuff uncooperative individuals.

Knowledge of community policing principles

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

When performing administrative duties, work is conducted in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Must have the ability to run, bend over, crawl and climb walls and to the ability to wrestle, subdue and handcuff uncooperative individuals.

Motor Skills

Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical, as in shooting a gun.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical

purposes and well as conducting accurate investigations in crime scenes.