

**POLICE DEPARTMENT  
POLICE OFFICER**

**DEFINITION**

Responsible for performing a variety of law enforcement duties, protecting life, property, and the civil rights of individuals. Works under supervision.

**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.

- Patrols an assigned sector, interacting with citizens to provide service and render assistance. Apprehends persons violating the law or wanted by the police. Removes operators of motor vehicles who are deemed to be impaired from the road. Checks public assemblies and buildings for security. Observes and interrogates suspicious persons. Issues traffic citations. Reports streetlight and traffic signals out of order, street hazards or other dangerous conditions.
- Directs motor vehicles to facilitate the efficient movement of traffic through areas with high traffic volume at peak hours or in connection with special events or activities.
- 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 in the absence of an on-duty supervisor.
- 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. 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 AND COMPLEXITY**

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. Requires understanding, interpreting and applying federal, state and local regulations.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, vendors, 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**

Employee has access to a variety of sensitive and confidential information at the departmental level.

## **EDUCATION AND EXPERIENCE**

High school diploma or equivalent is required. College degree from an accredited college or university is strongly preferred; one to three years of work experience, or any equivalent combination of education and experience. Successful completion of the police recruit training program approved by the Massachusetts Criminal Justice Training Council is required.

## **Other Requirements**

Must be able to secure a license to carry firearms. Newly hired employees in this position are required to successfully complete CPR, AED, Nasal Naloxone (Narcan) and first aid training.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of modern police practices and methods. Knowledge of federal and state laws and court decisions pertinent to law enforcement, particularly laws and decisions relating

to arrest, search and seizure. Knowledge of district and superior court proceedings, rules of evidence, testimony, and court record systems to locate dispositions, findings and continuances. Knowledge of town roads, important buildings, schools, recreational facilities, traffic arterials and of the sociological characteristics of the town. Knowledge of departmental policies and procedures.

Abilities: Ability to establish and maintain effective working relationships with the general public, other members of the Department and other law enforcement agencies, and Town officials and employees. Ability to respond to individuals and situations with tact and respect. Ability to understand and carry out oral and written instructions. Ability to assess situations quickly and use sound judgment in determining the appropriate course of action or response. Ability to make sound decisions under stressful circumstances including but not limited to the use of deadly force.

Skills: Oral and written communications skills. Interview and interrogation skills. Proficient in personal computer use and applications in common usage by Massachusetts police departments. First Aid skills. Firearm skills.

## **WORK ENVIRONMENT**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

### **Motor Skills**

Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.