

Position: Full-time **POLICE OFFICER**

Classification:

Position Purpose:

The purposes of this position are to perform responsible law enforcement duties, including patrol, investigation, traffic control, to represent the Department and to perform other services to preserve peace and order and to protect life and property in the town. A 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 work independently; a police officer must exercise independent judgment in conducting policing services, responding appropriately to emergencies and determining lawful courses of action; often performs work individually without any backup support.

Supervision Received: Works under the direction of the Police Chief and according to written Departmental policies, procedures, general and special orders and as instructed; All work is subject to review for compliance with proper policing and applicable laws.

Supervision Given: May supervise special police officers or function as the offer in charge according to Departmental policies and procedures.

Job Environment:

Work is performed in the police office, in a police cruiser and in all outdoor weather conditions. Work is performed under routine, emergency and stressful circumstances and often without backup except as available through mutual assistance arrangements. Incumbent is exposed to job site hazards associated with traffic accidents, traffic fumes, disasters and emergency situations; noise may be very loud at times; Office noise levels are typically moderate; Office work involves preparing and reviewing reports, interviews, telephone communications with residents and others, other communications and researching information.

Requires the operation of police cruiser and related equipment, communications radio, firearms, first aid and CPR equipment and office equipment including a computer, telephone, fax, and copier

Makes frequent contact with citizens, victims, witnesses, criminals, emergency personnel, social services, and other police or law enforcement officials; work requires excellent customer service and verbal and written communication skills; contacts are in person, fax, email, in writing, by radio and by telephone

Essential Job 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.)

- Responds to all dispatched calls, crime scenes, accidents and requests for assistance from the residents and businesses
- Patrols assigned areas on foot or by vehicle; conducts observations of businesses, residences and other establishments; physically checks doors and windows as needed
- Identifies suspicious activities and violations of law; initiates enforcement or other corrective actions; exercises independent judgment in determining reasonable suspicion or probable cause; as needed recommends problem solving actions to those involved in incidents
- Makes arrests, forcibly if necessary, using proper police methods
- Reviews and completes activity logs to maintain continuity of service; prepares and maintains files of daily activity reports, incident reports and all required records
- Directs traffic as needed; observes traffic flow for violations and issues warnings or citations to violators
- Conducts investigations of traffic accidents, crime scenes and gathers evidence; interviews complainants, witnesses and victims
- Arrests, transports and process prisoners
- Performs crowd control at parades, festivals or other gatherings
- Assists emergency personnel with moving subjects and removing accident victims to safety; administers first aid or CPR as needed
- Performs various rescue functions during natural disasters, motor vehicle accidents or fire scenes
- Makes referrals to appropriate agencies for services not provided by the police
- Serves as an initial crisis intervention officer
- Performs various crime prevention activities to implement crime prevention programs
- Maintains equipment and weapons in good working order
- Appears in court as needed and/or works with prosecutors

Other Job Functions:

- Undertakes continued professional training and development
- Performs similar or related work as required or as the situation dictates.

Errors and Omissions:

Errors in judgment or omissions could result in personal injury or loss, injuries to others, damage to buildings and/or equipment, monetary loss, service delays, rework, and potential liability and other legal ramifications.

Physical and Mental Requirements:

While performing the functions of this job, the employee is required to sit, stand, walk and hear for extended periods; occasionally may be required to run or perform other high physical exertion; may come in contact with toxic chemicals and risk of electrical shock; is frequently required to talk and listen; uses hands to finger, handle, or feel objects; reaches with hands and arms; specific vision abilities required include close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle and firearms accurately and efficiently; ability to frequently lift up to 100 lbs and occasionally lift over 100 lbs to move injured persons; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech using clear American English; must be in good physical and mental health and free from physical or mental disabilities that would hamper the performance of responsibilities or endanger oneself or others

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED with two years of work experience; advanced training in Criminal Justice is preferred.

Special Requirements:

Must have and maintain a valid motor vehicle operator's license, full-time police officer academy training and certification, firearms, CPR and first aid certifications

Knowledge, Ability and Skill:

Knowledge: Must be knowledgeable of the laws enforced by the Department, their interpretations, and the appropriate enforcement methods and procedures; must develop and maintain a strong knowledge of the Town of Egremont, significant community institutions and services available to citizens in need; must have a knowledge of modern policing techniques, methods and procedures

Ability: Ability to maintain positive working relationships with the public and other local, state and federal governmental agencies and operating departments; ability to utilize self-defense techniques and firearms; ability to sustain physical activities over long periods such as standing, sitting, driving, walking and occasional strenuous activities and positions when

apprehending offenders; ability to operate motor vehicles under emergency situations; ability to react calmly and think rationally in emergency situations; ability to communicate effectively during emergencies in person, by radio or telephone

Skill: skill in the exercise of independent judgment to produce desirable outcomes including conflict resolution; skilled in the timely and objective analysis of situations and determining proper courses of action; has demonstrated driving and firearms skills; possesses good written and verbal communication skills

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

I, _____ have read, understand and agree to the requirements of this position as outlined above in this job description. Date: / /20 .