

POLICE OFFICER I, II AND MASTER POLICE OFFICER I, II

General Statement of Duties

Performs law enforcement work to protect life and property in the Town. The distinction between a Police Officer I, II and Master Police Officer I and II is contingent upon an employee's progress through the Police Department Promotional Procedures Policy.

Distinguishing Features of the Class

Employees in this class perform a full range of general law enforcement duties either in the areas of patrol, traffic, school resource officer, gang prevention, or other special duty assignments. Work includes patrolling the Town during a shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; investigating traffic accidents, helping victims, and performing traffic control work; apprehending suspects; testifying in court; and executing related assignments. Employees must exercise judgment, initiative and calm control when performing duties, but more difficult problems are normally carried out under the direction of or in conjunction with immediate supervision. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and State and federal law, supplemented by specific directions from superior officers. Work is often performed under stressful emergency conditions and frequently involves personal hazards. The employees are subject to hazards associated with law enforcement including working in both inside and outside environments, and exposure to various hazards such as various atmospheric conditions, noise, vibration, and physical conditions. Employees are also exposed to blood borne pathogens, and may be required to work in close quarters. Work is performed under the direct supervision of the Police Sergeant and/or Police Lieutenant on the assigned shift, and is evaluated through observation, review of reports, and discussion concerning how particular incidents or activities were handled.

Essential Duties and Illustrative Examples of Work

Patrols streets in a police car or on foot; checks doors and windows; examines premises of unoccupied residences or buildings; detects unusual conditions, maintains surveillance and observation for stolen cars, missing persons, or suspects; reports dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior, and other needs; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

Uses proper handcuffing techniques and search techniques to reveal any weapons or contraband and to affect arrest.

Writes detailed and accurate reports for data and court purposes.

Investigates traffic accidents; issues traffic citations; directs traffic and participates in other emergency operation activities.

Performs investigations of accidents and possible crimes through observation, questioning witnesses, and gathering physical evidence; assists the detective in the performance of investigative tasks; arrests and processes criminal suspects.

Advises the public on laws and local ordinances; serves papers as needed.

Enforces traffic laws and regulates and directs vehicular traffic at busy times or when traffic signal malfunction or accidents require; maintains order at public gatherings.

Investigates crashes to determine speed, improper movements, and other contributing circumstances.

Communicates and operates a radio to receive instructions and information from or to report information to police headquarters.

May perform special assignments such as preventing juvenile delinquency through public contact with students and school personnel and coordinate special outreach programs such as G.R.E.A.T, Clean Slate and TAG.

Communicates with and gains information from suspects, victims, witnesses, informants, and the general public.

May operate a chemical breath analysis machine and speed timing equipment.

May perform general office related work in support of the police department.

Performs related duties as required.

Knowledge, Skills, and Abilities

Specific knowledge, skills and abilities requirements are elaborated in the Police Department Police Department Promotional Procedures Policy. All employees must have the following:

General knowledge of the State and federal laws, local ordinances and policies of the police department, especially relating to arrest, search and seizure, and traffic control.

Some knowledge of law enforcement principles, practices, methods and equipment.

Some knowledge of scientific crime detection and criminal identification methods and procedures.

Knowledge of the geography and street system of the Town.

Skill in the use of firearms and other police equipment and in the application of self defense tactics.

Ability to act with sound judgment in routine and emergency situations.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the community.

Physical Requirements

Work in this class is described as moderately strenuous and frequently requires physical exertion to complete tasks.

Work requires the full range of body motion and the coordination of two or more limbs while sitting, standing, or lying down and the ability to keep hands and arms steady while moving your arm or while holding your arm and hand in one position.

Work requires the ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures); including the speed with which the correct response is started with the hand, foot, or other body part.

Work necessitates the visual acuity to determine the accuracy, neatness, and thoroughness of work assigned.

Working conditions include inside and outside environmental conditions.

Employees in this class are subject to the typical hazards of public safety work, including dangerous work environments, exposure to inclement atmospheric conditions and exposure to potentially infectious bodily fluids.

Employees may work in close quarters, crawl space, small enclosures, and other areas that could cause claustrophobia.

Employees are often required to wear protective gear and clothing.

Desirable Education and Experience

Completion of high school and some law enforcement training or experience preferred. Further educational and experience requirements for advancement beyond Police Officer I are elaborated in the Police Department Promotional Procedures Policy.

Special Requirements

Possession of a valid Basic Law Enforcement Certificate and further specific requirements are elaborated in the Police Department Promotional Procedures Policy.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-exempt