



Job Title: Police Officer
Department: Police

FLSA Designation: Non-Exempt
Pay Classification: 14

JOB SUMMARY

- This position is responsible for the enforcement of local, state and federal laws and for participating in operational activities in a broad variety of assignments, including patrol, traffic, crime prevention, investigations, youth programs, training and technical services.

MAJOR DUTIES

- Responds to calls for services regarding criminal activity, accidents, and other emergency and non-emergency situations in accordance with established departmental procedures.
- Patrols assigned areas to detect and deter crime; conducts security checks of businesses and residences.
- Interviews witnesses and victims at accident or crime scenes and obtains statements as appropriate.
- Operates emergency vehicles during normal driving and emergency situations.
- Collects and preserves evidence.
- Conducts criminal investigations of reported crimes and provides accurate and thorough information for follow-up.
- Maintains traffic control at accident scenes and public events.
- Testifies in court.
- Makes public presentations in regards to crime prevention.
- Provides first aid and CPR in accordance with training and certification.
- Maintains assigned vehicle and equipment.
- Attends trainings locally, in-state and out of state as required and directed.
- Completes required reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of town ordinances, state and federal laws.
- Knowledge of criminal procedure and Constitutional Law.
- Knowledge of the tools, equipment, techniques and procedures used in modern law enforcement operations.
- Knowledge of department and town policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the operation of an emergency vehicle during normal traffic and emergency situations.
- Skill in the use of assigned specialized law enforcement equipment.
- Skill in the appropriate use of force.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

- The Police Chief or Sergeant assigns work in terms of general instructions.
- The Chief or Sergeant spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
- The Chief or Sergeant may provide direct, command instructions during an event or incident.

GUIDELINES

- Guidelines include state and federal laws, established police procedures, and department rules and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The necessity of responding to dangerous and life-threatening situations contributes to the complexity of the position.
- The purpose of this position is to enforce local, state and federal laws and to participate in assigned department operations. Success in this position contributes to the enforcement of local, state and federal laws and to the safety of life and property.

CONTACTS

- Contacts are typically with co-workers, court personnel, representatives of other law enforcement agencies, victims of crimes, witnesses, suspects, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs.
- Performing physical activities with skill, speed and balance efficiently and with little wasted motion
- Using the necessary force to restrain a person when making an arrest
- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operate automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print
- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test
- Works in a Police facility environment
- Assignment Duty hours may be any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interact with public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life threatening situations .

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- May act as "Senior Officer", serving as incident commander until a more senior department member arrives.

MINIMUM QUALIFICATIONS

- Must be 21 years of age at the time of the application.
- Must have no less than 20/20 corrected vision in each eye.
- Must be drug free for a minimum of three years.
- High School Diploma or equivalent required. Associates Degree or higher, Honorable Military Service or equivalent Law Enforcement work history preferred.

- Must have no felony or serious misdemeanor convictions, nor any habitual or serious traffic offenses, Domestic violence or assault convictions. Other violations, which may adversely affect a law enforcement career, will be considered on a case-by-case basis.
- Ability to obtain and maintain a valid Vermont State driver's license.
- Must obtain and maintain Basic First Aid and CPR Certification.
- Vermont Level III Police Officer Certification *Preferred*
- If not already Vermont Level III Certified:
 - Must successfully complete VCJC Level III Police Academy entrance requirements, including written aptitude, physical fitness, and MMPI.
 - Upon conditional offer of employment, candidate must successfully complete polygraph examination, background investigation and a physical examination by your health care provider.
 - Must be able to meet physical fitness graduation standards required by the Vermont Criminal Justice Training Council.
 - Must successfully gain Level III certification through the Vermont Police Academy (VPA).
- Must successfully complete all department required trainings and certification.