

# Police Officer Position Description

**Position:** Police Officer

**Reports To:** Shift Sergeant

## Position Summary:

Under the general direction of the shift sergeant or shift Officer in Charge, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

## Essential Duties/Responsibilities:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Desk duty and dispatch
- Telephone and general public communication interaction
- Prisoner processing and cell monitoring
- Computer skill, data entry, paperwork
- Motor vehicle/cruiser operation
- Standard written documentation
- Sitting, standing, walking, running for extended periods of time
- Fingerprinting, photographing
- Respond to emergencies
- Issue citations and parking tickets

## **Essential Functions:**

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes Commonwealth of Massachusetts forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.

## **Other Functions:**

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

## **Supervisory Requirements:**

- None

## **Education and/or Experience Requirements:**

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Municipal Police Training Committee.
- Previous experience dealing with the general public preferred.

## **Licenses, Certifications, etc.**

- Must be at least 21 years of age.
- Must possess a valid Massachusetts Driver's License.

- Must possess a valid Massachusetts License to Carry Firearms.
- Must possess a valid Massachusetts Emergency Medical Technician License

### **Knowledge, Skills, and Abilities:**

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

### **Physical Demands:**

Moderate Work: Exerting 76-175 lbs frequently Exerting 31-75 lbs frequently, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time. Requires driving, walking, running, lifting.

### **Work Environment:**

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Frequently exposed to hazards or risk of bodily injury.