

I. POSITION TITLE: **Police Patrolman**

II. SUPERVISOR: Police Chief, Sergeant and Corporal

III. GENERAL DESCRIPTION OF DUTIES: All duties and responsibilities of a police officer, while working within the guidelines, rules and regulations established by the department supervisors.

IV. SPECIFIC DUTIES AND RESPONSIBILITIES:

- A. Enforce laws of the Commonwealth and by-laws of the town to protect persons and property.
- B. Act in the prevention and detection of crime and delinquency; preserve and maintain peace and order.
- C. Investigate all complaints reported and when appropriate, interview witnesses and suspects, apprehend offenders, gather evidence prepare for court proceedings and testify in legal actions when required.
- D. Participate in crime prevention and public safety programs when requested by superior officers.
- E. Obtain and maintain all training required or recommended by the Commonwealth and/or superior officers.
- F. Provide protection to individuals in danger of harm.
- G. Be prepared to assist in medical emergencies with first responder service.
- H. Coordinate efforts with superior officers to update, maintain and implement departmental procedures.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions & policies of the Board and with respect of the confidentiality for the public and the Board.

Educate self in Massachusetts General Laws and other sources as they pertain to the Board's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board.

V. SUPERVISORY RESPONSIBILITIES:

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Police Academy Certification or ability to achieve same within one year.
- B. Must have ability to handle police actions promptly, tactfully, and impartially.
- C. Working knowledge of principles and practices of police administration and of approved police methods and procedures.
- D. Must have working knowledge of town and state by-laws and laws affecting police work. (Over)

VI. Required Knowledge, Skills and Abilities (cont'd):

- E. Ability to lead and supervise subordinates.
- F. Tact and the ability to communicate effectively with town employees, state and local officials, and the general public. Maintain good public relations.

VII. SPECIAL CIRCUMSTANCES AND REQUIREMENTS:

- A. Applicant will be subject to a background check and be available for an interview.
- B. Work may be performed under hazardous conditions.
- C. Shortly after beginning employment, applicant will be required to attend an approved municipal police training academy (approximately 14 weeks) unless applicant has already completed academy training or receives a waiver from the Massachusetts Criminal Justice Training Council. Failure to complete successfully will result in termination of employment.
- D. Applicant will be required to attend other courses as required by the Massachusetts Criminal Justice Council (Annual Firearms Training, Suicide Prevention, First Responder (first aid), etc.
- E. As required by statute, applicant must not smoke any tobacco products.

VIII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade IX 40 Hours per week = Full-time
(Various part-time Officers)

Approved by the Personnel Board: Date: _____ Chair: _____

Reviewed by: The Chief of Police: Date: _____ Chair: _____

The Board of Selectmen: Date: _____ Chair: _____
