

Town of Westminster

Job Description Police Patrolman

Definition:

Performs police patrol, preliminary investigation, traffic regulation, and related law enforcement activities.

Supervision:

Works under the supervision of the Shift Sergeant or Lieutenant.

Job Environment:

Works indoors and outdoors in all types of weather and environmental conditions. May come in contact with biohazardous materials and waste, second-hand smoke, motor vehicle exhaust, narcotics, individuals and animals with contagious diseases. May be subject to being shot, stabbed, bitten, kicked, and/or hit by persons or various objects.

Essential 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.)

- Patrols the town in a vehicle or on foot during an assigned shift or turn, to prevent or detect criminal behavior, maintain order, and observe public safety conditions and circumstances within the township.
- Responds as primary or backup unit to emergency and non-emergency calls for service, involving both criminal and non-criminal matters.
- Receives complaints, inquiries, and information from citizens, in person or by telephone; provides aid, assistance, information, or referrals as required.
- Talks to residents, merchants, and visitors to maintain good community relations.
- Reports hazardous conditions to the appropriate authorities; contacts owners or authorized agents to secure damaged, recovered, or illegally entered property or premises.

- Investigates crimes, incidents, traffic crashes, alarms, and suspicious activity or circumstances.
- Searches persons, buildings, vehicles, and open areas with regard for both proper tactics and constitutional safeguards.
- Locates, preserves, collects, and processes physical evidence; takes photographs; dusts for fingerprints; makes sketches and diagrams; maintains chain of custody.
- Identifies, locates and interviews victims, complainants, witnesses, and suspects; conducts custodial interrogations of arrested persons in accordance with constitutional safeguards.
- Enforces traffic laws by stopping motorists and issuing citations or warnings as appropriate; directs traffic around traffic crashes, disabled vehicles, or obstructions; enforces parking regulations.
- Assists stranded motorists and others in need of immediate assistance; gives directions to lost motorists or pedestrians.
- Controls crowds at crime scenes, fires, parades, demonstrations, and other events.
- Makes arrests using only the amount of force reasonably necessary under the circumstances; executes warrants, serves legal papers, issues summonses and citations.
- Searches, fingerprints, photographs, books, guards, and transports prisoners.
- Prepares and submits written reports and forms in accordance with departmental policy and procedures.
- Operates radar or laser speed-detection devices, breath-testing equipment, mobile data terminals, and other electronic equipment.
- Uses discretion and judgment within the limits of the law and departmental policy to accomplish organizational goals and objectives.
- Requests assistance as necessary to handle situations; keeps superior officers informed of significant events or circumstances.
- Cooperates with other law enforcement and public safety agencies in the performance of official duties.

- Files criminal charges, consults with prosecutors, and testifies at grand juries, hearings, and trials as required.
- Maintains proficiency and certification with weapons and other equipment as required.
- Attends roll calls, briefings, and training as required.
- Reviews significant activity reports, crime analysis bulletins, wanted posters, and other information to maintain familiarity with criminal activity in the area.
- Reviews statute books, written directives, training materials, videotapes, and electronic materials to maintain familiarity with laws and procedures.
- Inspects vehicles, equipment, and uniforms, and keeps them in clean and serviceable condition.
- Assists supervisors with administrative tasks; handles supervisory tasks in absence of supervisor.
- Instructs departmental orientation and training courses as required.
- Provides feedback and suggestions regarding departmental policies, procedures, and equipment.
- Represents the department at civic or other functions and with the media to promote the safety of the community and the public relations of the department.
- Perform dispatch duties as needed or directed by superior officer.
- Performs related work as directed by superior officers.

Recommended Minimum Qualifications:

(The following generally describe the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.)

Education and Experience:

- A Bachelors degree from an accredited college or university with major course in criminal justice, criminology or police science preferred for full-time patrol officer.

- An Associates degree from an accredited college or university in one of the above major courses preferred for part-time patrol officers.
- Military, Security, and past Police Officer experience, or similar knowledge and skills, shall be considered in lieu of formal education. References and description of experiences will be requested. In addition to a minimum of a high school diploma or GED certificate.

Special Requirements:

- Possession of a valid driver's license issued by the Commonwealth of Massachusetts.
- Successful completion of Massachusetts's basic recruit police academy.
- Must be certified in firearms usage, first aid, CPR, and defibrillators.
- Attend and successfully complete The Westminster Police Departments Field Training Program in a timely manner.

Knowledge, Ability and Skill:

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement program. Law enforcement theory, principals, and practices and their application to a wide variety of services and programs.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property.
- Modern methods and procedures of criminal identification and records.
- Use of firearms and other modern police equipment.
- Methods and techniques of public relations.
- Principles of customer service.
- Recent court decisions and how they affect department operations.
- Office procedures, methods and equipment including computers.
- Pertinent federal, state and town bylaw, codes and regulations.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Discharge firearms in a safe and effective manner.
- Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain town bylaw enforcement policies and procedures.
- Analyze emergency situations and adopt quick, reasonable and effective courses of action.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Character:

- All sworn and non-sworn employees shall be of good moral character and reputation.

Physical Requirements:

(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions)

- Ability to meet required State of Massachusetts physical standards as specified in the Wellness Act.
- The Police Officer's position involves physically demanding activities under difficult emergency conditions, and therefore it is the responsibility of the Police Officer to keep physically fit for work at all times to minimize work related injuries.
- Primary functions require sufficient physical ability to work in an office setting with occasional fieldwork.

- Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
- Ability to pursue suspects on foot for a sustained period while bearing duty equipment.
- Ability to subdue suspects in a physical confrontation bearing duty equipment. Ability to push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs.
- Ability to drag, push, pull, lift, or carry heavy objects or persons to push vehicles from roadway, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.
- Ability to run up or down stairways or respond to other incidents. While performing essential functions of this job the employee is frequently required to stand, walk, sit, use hand to finger, handle, or feel, talk or hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.
- Work schedule is four days on with two days off or five days on with two days off depending on area of assignment.
- Must have the ability to respond to calls for service when necessary. While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions.
- While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes, or airborne particles, toxic or caustic chemicals, contagious or infectious diseases, and work with explosives.
- Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life threatening situations such as armed and/or violent arrestees.
- Occasionally exposure of work time hazardous situations, which involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons.
- Work time may require irregular hours and shift times.
- The employees working conditions are typically moderately quiet, but at emergency scenes these conditions may be moderately loud.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)