

Definition:

Under the immediate supervision of the Police Chief or other superior officer, is responsible for the shift supervision of Patrol Officers. Responsible for the safeguarding of life and property, the prevention of crime, apprehension of criminals and the preservation of peace in compliance with federal, state and local laws, and performs related work as required.

Distinguishing Characteristics:

Work activities are varied and require independent action and judgment in addressing issues/problems, some of which are unusual in nature. Issues often require further research and investigation.

Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill.

Contacts are with employees within and outside the Department, as well as the public. Contact with the public requires courtesy, tact and diplomacy as well as the ability to persuade and influence someone's actions.

Requires maintaining confidential department material, as well as maintaining the privacy of individuals who lodge complaints, or are being investigated, as allowed by law.

Leadership responsibilities include monitoring/reviewing officer performance, providing input to performance reviews, participating in the interviewing of new employees, providing orientation to new employees, assigning work, disciplining employees, providing training/coaching/counseling to officers and working with the Chief or superior officer in establishing and implementing action plans for improved officer performance. Participates in the development of the Department's operating and capital budgets.

Required to maintain physical fitness in order to perform a wide array of activities that necessitate physical agility and effort in the field.

Examples of Work:

Provide shift supervision; assign/review work activities; provide ongoing training, development, and performance feedback to Patrol Officers. Advise Patrol Officers regarding unusual situations and questionable matters.

Maintains current knowledge of departmental rules, policies, procedures, and developments in the law that affect the operation of the shift and department; keeps officers under his/her command abreast of changes.

Plans shift; reviews outstanding matters, daily log, investigations, warrants, summonses, subpoenas and other official papers to serve to ensure appropriate deployment of officers during the shift; updates officers under command of issues and work activities to be accomplished.

Monitors scheduling such as the filling of details and shifts.

Reviews and approves police reports, and citations generated by Patrol Officers. Produces own reports.

Conduct training and instruction programs, drills and classes.

Updates departmental records such as list of resident sex offenders, juvenile records, etc.

Prepares reports of officer infractions, and forwards to Chief for review.

Prepares weekly report of shift activity to Chief.

Monitors cells to ensure they are kept clean and up to code.

Performs responsibilities of Patrol Officer.

Performs other position related duties as assigned.

MINIMUM QUALIFICATIONS

I - Education and Experience

Graduation from high school or GED equivalent and graduation from the basic training course for police officers (police academy) as directed by the Massachusetts Criminal Justice Training Council or obtain a waiver for having graduated from a police academy from another state that holds a reciprocal agreement with the Commonwealth of Massachusetts. Must be at least 21 years of age. Must pass a criminal and traffic record check, background investigation, physical and psychological examinations. Requires a minimum of 3 years' experience. Requires possession of a valid Class "D" and Class "M" Massachusetts drivers license.

II – Knowledge, Ability and Skills

Knowledge:

Current applicable federal, state and local laws;
Department rules and regulations;
Principals and practices of a municipal police administration and organization;
Police requirements and limitations of police authority;
Laws, governing custody of persons, search and seizure, admissibility and

Presentations of evidence and laws of arrest and court procedures;
Basic computer operations and functions;
Management theory and principles.

Ability:

Read and understand departmental policies and procedures, rules and regulations, laws and law enforcement documents;
Learn the use and care of firearms;
Remember names, faces, facts and details of incidents;
Write clear, accurate and comprehensive reports;
Analyze situations and adopt a quick, effective, and responsible course of action giving due regard to the surrounding hazards and circumstances of each situation.
Operate a motor vehicle safely and skillfully;
Keep all department information strictly confidential;
Communicate effectively, both orally and in writing;
Accomplish various clerical duties;
Follow oral and written instructions;
Work effectively with other employees;
Engender public respect and confidence;
Meet the general public with courtesy and tact;
Demonstrate good judgment, character, reputation, superior poise, bearing, alertness, and emotional stability.
Cope with situations firmly, courteously, and with the respect for the rights of others;
Establish and maintain effective relationships with all those contacted in the course of work.

Skill:

In operating various equipment: firearms, radar, lidar, breathalyzer, handcuffs, baton, radios, and related equipment;
In operating personal computer and general office equipment.

III - Special Requirements

Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License, Firearms License, and First Responder Certification. (or within a specific time period?)

Must pass Police Department physical examination, and maintain appropriate physical fitness level.

IV - Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Work frequently requires

talking, hearing, standing, walking and driving for extended work periods. Outside work require exposure to weather extremes, noise, and working around equipment with moving mechanical parts.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms, carrying/lifting (sometimes over 100 pounds), pushing/pulling and restraining.

The employee must have good vision to read general documentation, instruments and maps for analytical purposes and the ability to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation of equipment and vehicles.

The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.