

## **Town of Boxborough, MA**

**POSITION: Reserve Police Officer**

**DEPARTMENT: Police**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Police Chief**

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### **GENERAL SUMMARY:**

A Reserve Police Officer is a part-time employee who has the same powers and authority as a Full-Time Police Officer when said reserve officer is on duty. Certain situations are emergency in nature, and individual must be able to think and act clearly and calmly.

### **SUPERVISION SCOPE**

A Reserve Police Officer is a part-time employee who has the same powers and authority as a Full-Time Police Officer when said reserve officer is on duty in accordance with established standard operating procedures through the federal, state and local law (as applicable).

### **SUPERVISION RECEIVED**

Work is performed under the general supervision of the Police Chief, Police Sergeant, Full-Time Police Officer or other superior officer .

### **SUPERVISION EXERCISED**

This position has no supervisory responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 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.
- 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.
- Participates in new employee orientation.
- Requires maintaining confidential department material, as well as maintaining the privacy of individuals who lodge complaints, or are being investigated, as allowed by law.
- Required to maintain physical fitness in order to perform a wide array of activities that necessitate physical agility and effort in the field.
- Required to work shifts and attend training as mandated by the Department.
- Provides courteous and expeditious police service to the general public and town department staffs.
- Enforces federal, state, and local laws; patrols assigned areas on foot, or in a radio car safely and within establish guidelines; responds to radio messages or telephone instructions and appears at the scene of disorder or crime; inspects premises at night and watches likely locations for wanted persons.
- Conducts preliminary investigations of disturbances, burglaries, thefts, holdups, vehicle accidents, deaths, or other matters involving possible violations of the law; conducts crisis intervention and conflict resolution; prepares reports on arrests, traffic accidents, offenses, damages to property and investigations conducted; directs traffic; issues verbal warnings or

citations for traffic and other minor violations; provides traffic control; administers first aid to injured persons and requests medical attention as required.

- Appears in court to present evidence and give testimony; serves subpoenas; assists in receiving, searching, booking, fingerprinting, photographing and maintaining custody of detainees and property; provides escort or support services for parades or public meetings; demonstrate the use of firearms in accordance with department policy
- Assists clerical employees engaged in complaint receipt and record searching; participates in training courses and programs; relieves a superior police officer as required; gives directions and information to the public; routinely adheres to and maintains a positive attitude toward Town and department goals; communicates effectively verbally and in writing and routinely performs related work as required.
- Provides emergency medical care applying skills of a First Responder.
- Performs other position related duties as required.
- All other related duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

The duties listed above are intended only as examples of the 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.

### **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience - Graduation from high school or GED equivalent and graduation from the basic reserve-intermittent training course for police officers as directed by the Municipal Police Training Committee. Must be at least 21 years of age.

Must pass a criminal and traffic record check, background investigation, physical and psychological examinations.

### **REQUIRED LICENSING AND CERTIFICATIONS**

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. Massachusetts Peace Officer Standards and Training (POST) and Municipal Police Training Commission (MPTC) certifications required.

### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

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.

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.

### **TOOLS AND EQUIPMENT USED**

The employee is required to use a personal computer and general office equipment, as well as surveillance equipment, radar equipment, handcuffs, cameras, finger print tools, car and portable radio, first aid equipment, bio-hazard equipment, accident investigation equipment, P.B. tester, handgun, shotgun and baton. The employee is required to operate a Class D motorized vehicle.

### **PHYSICAL REQUIREMENTS**

The physical demands described here 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 functions.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Must physically restrain subjects who resist arrest or who refuse to obey lawful orders. Must be able to communicate clearly and concisely, orally and in writing. Must be able to hear spoken commands.

While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit, walk, use a keyboard, write and drive a motor vehicle. Occasionally the employee is required to crawl/kneel, carry, reach, climb/balance, push/pull, and lift. The work requires strenuous physical exertion. Requires the ability to lift and carry objects of more than 60 pounds intermittently. Work requires the employee to be physically fit. The employee must have the physical ability to respond to calls expediently.

The position requires good vision to drive vehicle, review evidence, identify situations and suspects, as well as distinguish color. The use of firearms and standard police equipment (radar, investigation kits, etc.) requires advanced manual dexterity in combination with eye-hand coordination.

*The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

### **WORK ENVIRONMENT**

Work is performed in uniform and a good portion of time is spent outside. Working hours can include all times of the day, including weekends/holidays. The stress level can be extremely high

at times and work-related injuries are not uncommon. The noise level is moderate. When performing the position, the employee is regularly exposed to weather extremes (cold, and excessive heat), loud noise, fumes/gases/toxic chemicals and potentially armed and dangerous persons. The employee occasionally works around moving mechanical parts and is occasionally required to operate in confined, cramped quarters. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

The employee has regular access to department-related confidential information, including details of calls for service. Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, and/or financial repercussions for the town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

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

**Recommended: January 25, 2023 (Version 1)**

**Revised: January 27, 2023 (Version 2)**  
**January 30, 2023 (Version 3)**

**Approved (Name): Personnel Board**

**Approved (Date): February 1, 2023**