

## Police Officer - Patrol

### **Definition:**

Under the immediate supervision of a Police Sergeant or other superior officer, performs basic law enforcement duties in the protection and 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.

May supervise other staff if senior employee on duty. Provides training and guidance to department staff on area of specialty. May monitor budgetary expenses for a specialty area, and notify the Chief of discrepancies. 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.

### **Examples of work:**

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, on a motorcycle, 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.

Accomplishes background investigations; appears in court to present evidence and give testimony; serves subpoenas; assists in receiving, searching, booking, fingerprinting, photographing and maintaining custody of prisoners and property; provides escort or support services for parades or public meetings; demonstrate the use of firearms in accordance with department policy.

Advises and 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.

Provide emergency medical care applying skills of a First Responder.

### ***Additional Responsibilities***

- May have an area of special responsibility such as coordinating firearms training, maintaining computer system, public relations officer, sexual assault investigator, etc.

Performs other position related duties as required.

## **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 possession of a valid Class "D" 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.

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.

### **ORGANIZATIONAL RELATIONSHIPS**

The Police Officer is an entry level position to a career in professional law enforcement for the Town Of Boxborough. He or She works under the supervision of a superior law enforcement officer who reviews work methods and results through reports, personal interactions, inspections, and discussions. The Police Officer may be recalled to duty in cases of emergency.

*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.*