

JOB DESCRIPTION HEBRON, CONNECTICUT POLICE OFFICER

Position Purpose:

The Police Officer enforces local ordinances, state statutes, and federal laws; preserves the peace and provides services to the citizens of Hebron. The Police Officer performs patrol duties, traffic control, motor vehicle enforcement, investigation of accidents and crimes, responds to emergency and non-emergency calls for service, and performs routine administrative and support services. The Police Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: As an employee of the Town of Hebron the Police Officer shall follow the Chain of Command as set forth by the Hebron Police Department.

Supervision Received: The Police Officer works under the general and specific direction of the Town Manager/Chief of Police and the Resident State Trooper. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: The Police Officer has no supervisory duties.

Job Environment:

Work is performed outdoors and indoors in open and moderately noisy spaces that may be subject to airborne particles and temperature fluctuations; workload demands are high and continuously busy, and subject to recurring interruptions. The Police Officer initiates and has frequent contact with the public, municipal officials, school staff, students, and parents. Communication is frequently in person, by telephone, correspondence and standard reports. Contacts require that all communication be conducted in a courteous, efficient, and effective manner. Some communications are confidential.

The Police Officer may be exposed to blood, body tissues, or fluids; sudden fluctuations in temperature, hazardous waste materials other than blood, seasonal conditions outside; exposure to dust; loud or unpleasant noises.

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.)

1. Patrols areas on foot, bicycle or vehicle, ensuring citizens adhere to local, state and federal ordinances, statutes and laws; responds to complaints, calls for police assistance, and reports of crime.
2. Intervenes during human relation conflicts to provide security of life and property; assists parties in resolving conflicts; and makes referrals to other agencies, as appropriate.
3. Maintains traffic safety; directs traffic, assists motorists with disabled vehicles, stops motor vehicle law violators and takes enforcement action; apprehends impaired motorists and those otherwise driving unsafely; responds to motor vehicle accidents and provides safety to victims and oncoming motorists.
4. Minimizes injury and harm to victims of illness, accidents, or crimes by operating as a first responder until relieved by emergency medical responders.
5. Investigates crimes, suspicious events, and traffic accidents; secures scenes, interviews witnesses, collects evidence, takes measurements and photographs, and draws diagrams.
6. Pursues suspects and conducts search and seizure; provides for safety of prisoners and others, including the use of appropriate physical force to control unruly prisoners or resisting suspects.
7. Processes prisoners; writes reports and memos on cases, complaints and investigations.
8. Inspects and maintains working order of equipment, such as, firearms and vehicles; prepares equipment for service and recommends repair or replacement, as necessary.

OTHER DUTIES:

Performs other duties as required.

CONFIDENTIALITY:

Maintains confidentiality of records and information as appropriate.

CONDUCT:

Observes safe work practices. Observes state traffic laws. Represents the Town in a professional and courteous manner at all times.

DEPENDABILITY:

- Regularly attends and is punctual for work.
- Ability to work day shift, evening shift, midnight shift, holidays, and weekends.

Physical and Mental Effort:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The demands of this position can be stressful both mentally and physically.

Physical Demands: While performing the duties of this class, have sufficient strength, stamina, and ability to perform normally assigned functions and to use maximum exertion for brief periods under severe, strenuous and hazardous police situations. Must meet POST and department fitness and physical standards to remain on active police officer status. Must meet minimum vision (normal or corrected to 20/20 or better, uncorrected vision no worse than 20/80) with no color blindness sufficient to perform law enforcement functions. Hearing (normal or corrected) must be sufficient to normally communicate using vehicle/hand held radios, one to one or group conversations and hear potential hazard (traffic, etc.) and warning shout at police scenes. Dexterity sufficient to crawl, crouch, stoop, bend, stretch, walk, run, and to perform physical aspects of law enforcement. Strength sufficient to pull, lift, and carry unconscious individuals from vehicles or other police, fire or emergency scenes, as necessary and to defend from aggression and physical attacks.

- Must perform, with or without reasonable accommodation, strenuous or peak physical efforts during periods of emergency; push/pull/lift objects up to 75+ pounds, occasionally; and seldom, pull up to 100+ pounds.
- Ability to perform moderately difficult manipulative skills such as handcuffing a resisting party. Ability to perform tasks which require hand-eye coordination such as firing a weapon and data entry.
- Ability to learn and use self-defense skills and standard police weapons. Ability to complete the physical aspects of recruit training and to maintain required department physical fitness standards.

Mental Demands: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with *school staff, town staff, other organizations, students, parents* and the public.

Minimum Required Qualifications:

- Must be a U.S. citizen
- Must be at least 21 years old at time of appointment (this is a statewide requirement for Police Officer Standards and Training (POST) Council)

Education Training and Experience:

At least five (5) years experience as a Connecticut POST Certified Officer or recently retired Officer or State Trooper (in good standing); must have and maintain a valid Connecticut driver license; High School diploma or GED; and the ability to meet or exceed all entry exams including but not limited to written exam, oral exam, physical agility, extensive background investigation, psychological exam, polygraph exam, physical exam and a drug screen.

- Work experience interacting with people
- Successful completion of Police Officers Standards and Training (POST) Academy Program, recruit training and a probationary period of employment

LICENSE OR CERTIFICATION:

- Valid Driver's License
- Maintain Police Officer Standards and Training (POST) Certification for the duration of employment

Knowledge and Ability:

Knowledge:

- Knowledge of English usage, grammar and spelling
- Knowledge of human behavior and ability to use interpersonal communication skills
- Knowledge of state traffic laws, state statutes and ordinances

Ability:

- Ability to comprehend, carry out and give verbal and written instructions
- Ability to interact effectively and courteously with persons of widely varied ethnic, religious, social and economic backgrounds
- Ability to communicate effectively, verbally and in writing
- Ability to learn specialized policing skills and the use of police equipment in recruit training
- Ability to function effectively in stressful situations
- Ability to concentrate on moderate detail with frequent interruption; ability to attend to talk/function for more than 60 minutes at a time and remember multiple tasks/assignments for extended periods of time; ability to understand and relate to specific ideas, often and several at a time.