

**CITY OF SHELTON**  
**POLICE DEPARTMENT**  
**JOB DESCRIPTION**  
**TITLE: POLICE OFFICER**

---

**GENERAL DESCRIPTION:**

Police officers in the City of Shelton, CT, under regular supervision, perform basic law enforcement duties in accordance with the mission, goals and objectives of the Shelton Police Department and in compliance with governing federal, state and local laws. They are responsible for protecting persons and properties within the City limits; enforcing criminal and traffic laws and City ordinances; maintaining peace and order; preventing and solving crime through visible uniformed patrol or criminal investigations; working with residents, City agencies, business officials, school officials, churches and youth to solve problems that threaten safety or lead to crime and fear of crime.

**SUPERVISION RECEIVED:**

As assigned higher ranking officer, typically a desk sergeant on duty or other responsible authority up the chain of command.

**SUPERVISION EXERCISED:** None

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons; and maintain peace and order within the City of Shelton.

Develop and maintain a working knowledge of the appropriate federal, state and local laws, statutes and ordinances in order to ensure action in accordance with the legal requirements.

Respond to all calls, both emergency and non-emergency as directed by a dispatcher or supervisor in a manner that is consistent with Department rules, regulations and General Orders.

Conduct mobile or foot patrols within assigned geographic areas at the direction of supervisor or own discretion according to existing policies and strategies in order to deter and detect criminal activity.

Remain alert to the emergency needs of citizens and take the appropriate action to protect life and property.

Direct vehicular traffic as required in order to ensure a safe and orderly flow of traffic.

**CITY OF SHELTON**  
**POLICE DEPARTMENT**  
**JOB DESCRIPTION**  
**TITLE: POLICE OFFICER**

---

Prepare and execute warrants or serve summonses in conformance with legal requirements and Department policies and procedures in order to comply with court orders or to complete Departmental investigations.

Interrogate suspects in accordance with legal requirements and Departmental policies and procedures using standard interrogation techniques and strategies.

Conduct investigation of various crimes and events.

Assist prosecuting attorneys in the preparation of court cases and when required, testify at judicial trials and hearings.

Promptly, properly and accurately prepare and submit the required reports obtained as a result of any official assignment or investigation.

Attend training courses assigned to increase and enhance professional knowledge and skill levels.

Make presentations to community organizations and groups as assigned.

Secure crime scenes and gather and process evidence.

Investigate accidents which may include motor vehicle, pedestrian and bicycle accidents.

Investigate reports of suspicious activity and persons.

Serve as desk officers or dispatchers as assigned by supervisors.

Develop and maintain a working knowledge of judicial and criminal law in the areas of self-incrimination; right to counsel; arrest; search and seizure; interrogation and confessions; and the collection and preservation of evidence.

Work with youth in Shelton to help them to understand and comply with laws and set examples for youth.

Receives and handles citizen complaints in accordance with departmental procedure.

Maintain self in good health and physical condition.

Maintain a professional decorum and display a positive attitude in all dealings with citizens, supervisors and other Department personnel.

Maintain an open relationship with area law enforcement officers/agencies in order to exchange information and to facilitate cooperative efforts.



**CITY OF SHELTON**

**POLICE DEPARTMENT**

**JOB DESCRIPTION**

**TITLE: POLICE OFFICER**

---

Provide any service that is necessary for the furtherance of the Department's mission and objectives.

Be familiar with all Department policies and Special Orders, including each new issuance of such and any amendments thereto and comply with each such policy or order. Understand and comply with all City and Department rules, regulations and orders.

Obey all orders from Superior Officers within the chain of command.

Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to observe situations analytically and objectively and to record them clearly and completely. Ability to understand, interpret, and enforce laws, ordinances, rules and regulations. Ability to develop skill in the use and care of firearms. Ability to deal effectively with associates and the public. Ability to develop partnerships among residents, resident groups, businesses, schools and youths to prevent or solve conditions/problems that lead to crime, fear of crime, or that threaten public safety.

**EDUCATION, EXPERIENCE AND TRAINING:**

A Bachelors' Degree in Criminal Justice or related field is preferred or in lieu thereof, an Associates' Degree in Criminal Justice or a related field with two (2) years' of responsible employment or in lieu thereof, a high school graduate or equivalent, with four (4) years of responsible employment.

**SPECIAL REQUIREMENTS:**

Must be 21 years old, a citizen of the USA, hold a valid Connecticut motor vehicle operator's license and meet the qualifications as determined, by the Police Officer Standards and Training Council as approved in regulations §7-294e-1 through §7-294e-24, as may be amended from time to time. Testing will be conducted in accordance with the requirement of the Ordinance relative to Hiring Police Officers, adopted February 13, 2014 as it may be amended from time to time.

**PROBATIONARY PERIOD:**

As per the collective bargaining agreement between the City of Shelton and the Shelton Police Union.

**This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.**