

POLICE OFFICER

GENERAL STATEMENT OF DUTIES:

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is general duty police work consisting of routine patrol work in an assigned area, preliminary investigation and miscellaneous duties incidental thereto performed in accordance with departmental rules, regulations, policies and procedures. A senior officer gives specific instructions and assistance when special problems arise, although a police officer is required to exercise initiative, judgment, and discretion when faced with emergency conditions. The work involves an element of personal danger and stress.

EXAMPLES OF WORK: (Illustrative only)

Enforces the ordinances of the City and all relevant State and Federal laws;

Patrols assigned areas or beats;

Checks doors and windows and examines premises of unoccupied buildings or residences to detect any suspicious conditions;

Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances;

Accompanies prisoners to headquarters, jail or court and appears in court;

Directs traffic and either arrests or gives violation tickets to those who break traffic laws;

Checks automobile parking in restricted areas and given violation tickets when necessary;

Works at desk and answers telephone, maintains records, prepares reports, sends and receives messages on computers and performs other clerical and administrative duties including but not limited to arrest reports;

Books prisoners and sees that they have medical care if needed;

Looks up police records of prisoners;

Performs traffic posts at major incidents not limited to fires, crime scenes and accidents.

Attends fires or accidents in assigned area as directed giving all possible assistance and preparing necessary reports;

Maintains order in crowds and attends parades, funerals or other public gatherings;

Watches for stolen cars and wanted or missing persons;

Performs preliminary investigations and enforces City and State laws pertaining to juvenile offenders;

Answers criminal complaints and takes necessary corrective action;

Give advice on laws, ordinances and general information to the public;

Operates motorcycle, bicycle, or patrol wagon as required;

Takes photographs of minor incidents and scenes of crime;

EXAMPLE OF WORK: (cont'd)

Senior patrol officers may act as Police Sergeant in their absence as directed;

Enforces parking meter ordinances;

Collects from meters and makes and issues peddlers' licenses as required;

May be assigned as Dog Warden;

Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good social and general intelligence; ability to understand and carry out complex oral and written instructions; familiarity of First Aid methods; good judgment; ability to drive an automobile and/or motorcycle; familiarity of firearms; good powers of observation and memory; excellent moral character; physical strength and agility; excellent physical condition. Must meet Connecticut Police Officer Standards and Training Council (POSTC) standards.

REQUIRED EXPERIENCE & TRAINING:

Completion of a standard high school course or possession of a high school equivalency certificate.

OTHER SPECIAL REQUIREMENTS:

CITIZENSHIP:

Must be a citizen of the United States.

PHYSICAL:

Must have excellent physical condition, and must successfully pass a medical examination to qualify for the position.

CHARACTER:

Must be of good moral character and habits. A thorough character and background investigation of each applicant will be made prior to certification and appointment. Anyone convicted of a felony or a moral turpitude charge shall not be eligible to take the examination. Personnel files of applicants who have been convicted of a misdemeanor shall be reviewed by the Superintendent of Police and his staff who shall give their recommendations as to whether or not such applicants shall be eligible to take the examination.

AGE:

Qualified applicants must have attained the age of twenty-one (21) years in order to be eligible for certification of the position of Police Officer.

MOTOR VEHICLE LICENSE:

Must possess a valid motor vehicle license with a good driving history.