

**Borough of Naugatuck**  
**Naugatuck, Connecticut**

**Job**  
**Description**

**Job Title:** Police Officer /Patrolman

**Department:** Police

**Job Code:** Rev. 12/4/12

**Wage/Hour Status:**

Exempt  Nonexempt

**Union Designation:** AFSCME, Council 15, AFL-CIO, Local 1126

**Grade:** Steps 1-4

**Summary:** Police officers shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, policies and procedures. Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary for the safety of the community. The police officer performs general duty police work in protecting life and property, enforcing criminal and traffic laws and local ordinances. Officers are responsible for the prevention, detection and investigation of crime; and for maintaining law and order.

**Reports To:** Chief of Police or designee

**Titles Supervised:**

**Essential Duties & Responsibilities:**

1. Identify criminal offenses and activity, and apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through preventative patrol and other measures.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community, and promote and preserve the peace.
7. Provide other services on an emergency basis consistent with departmental policy.
8. Inform his supervisor of any significant events or developments affecting the command.
9. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to officers-in-charge.
10. Coordinate efforts with those of other members of the department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
11. Communicate to superiors and fellow officers info obtained which is pertinent to the achievement of police objectives.
12. Respond punctually to all assignments.
13. Acquire and make appropriate use of information, concerning events that have taken place since the last tour of duty.
14. Record activity during tour of duty in the manner prescribed by the proper authority.
15. Maintain weapons and equipment in a functional and presentable condition.
16. Respond to citizens requesting assistance and information.
17. Be accountable for the securing, receipting and proper transporting of all evidence and property coming into his custody.
18. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
19. Serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately.
20. Testify in court and present evidence in cases, which the officer has participated.
21. Accomplish other general duties as they are assigned or become necessary.
22. Prepare written reports as needed or requested.
23. Be familiar with all departmental rules, regulations and policies.
24. Participate in departmental training programs.
25. Perform other duties as assigned by superior officers.

**Minimum Qualifications:**

Age 21 at time of appointment. Must be a U.S. Citizen. Must have a High School Diploma or GED. Posses a valid CHIP card at the minimum 40<sup>th</sup> percentile by application deadline & pass physical agility test at the 50<sup>th</sup> percentile by time of appointment (according to Cooper's physical fitness standards). Possess a valid motor vehicle license. Must meet our requirements for the written & oral examinations, score before the Board of Commissioners of Police and successfully complete and pass a thorough background investigation, polygraph examination, psychological interview/test, & comprehensive medical examination including drug/alcohol screening.

**Knowledge/Skills/Abilities:**

Teamwork, sound judgment, ability to follow orders, excellent verbal and written communication skills, detail orientation, organizational skills.

**Physical and Mental Demands:** (See back of page.)

***This description of responsibilities is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties or other responsibilities as may be assigned from time to time.***

**Borough of Naugatuck, Connecticut**

**Essential Physical and Mental Requirements**

<b><u>Physical Demands</u></b>	Continuous Over 70%	Frequent 40%-69%	Occasional 15% - 39%	Rarely Up to 15%
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing / Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting / Lowering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 – 15 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 – 30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30 – 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Hand / Eye Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color Discrimination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Ability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Language &amp; Concentration Requirements</u></b>	Continuous Over 70%	Frequent 40% - 69%	Occasional 15% - 39%	Rarely Up to 15%
Concentration to Detail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention Span of 1 + Hours on a Task	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Remember Multiple Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Environmental Hazards</u></b>	Continuous Over 70%	Frequent 40% - 69%	Occasional 15% - 39%	Rarely Up to 15%
Exposure to Blood and Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to Toxins, Cytotoxins, Poisons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to Extreme Heat, Cold, Temp Fluctuations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to Hazardous Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Borough of Naugatuck strictly complies with all OSHA regulations that limit exposure to these environmental hazards. Every employee exposed to such hazards will be trained on the use of protective equipment and will be required to use any protective equipment recommended.</p>				

<b>Date Signed:</b>	<b>Employee Signature:</b>
<b>Date Signed:</b>	<b>Department Head Signature:</b>
<b>Date Signed:</b>	<b>Human Resources Signature:</b>