

TOWN OF MANCHESTER
POSITION GUIDE

Title: Police Officer
Department: Police
Reports To: Chief of Police

NATURE OF WORK

Makes investigations of violations of laws and ordinances. Maintains order and protects life and property.

ESSENTIAL JOB FUNCTIONS

Responds to calls. Perform searches of persons, vehicles, and various types of premises. Drive motor vehicles under emergency and non-emergency circumstances. May administer first aid, patrol assigned area. Identify, warn, arrest or cite offenders for traffic, non-traffic, and parking offenses. Transport prisoners. Assist elderly, disabled, or stranded motorists. Check condition/status of assigned patrol equipment.

Investigate traffic accidents and aid the injured. Collect physical evidence from accident scenes. Enforce traffic and parking laws and ordinances. Administer sobriety tests, arrange for blood/urine samples, operate breathalyzer. Control, regulate, direct pedestrian and vehicular traffic.

Identify/apprehend offenders, advise persons of constitutional rights. Seize contraband, conduct frisks, handcuff, fingerprint suspects or prisoners. Use deadly force when necessary. Pursue suspect in vehicle.

Investigate crime scenes, accidents, crimes against persons and property. Search premises, suspicious persons or vehicles. Diagram crime, accident scenes. Locate witnesses; interrogate suspects. Investigate complaints. Collect, preserve evidence; inventory stolen property. Make judgments re: probable cause for warrantless searches. Search for missing people. Document chain of custody for evidence. Check status on stolen property through computer network, trace stolen goods. Review information on criminal activity in area, conduct surveillance of individuals/locations.

Provide accurate oral descriptions of suspects. Attend roll calls. Exchange information with other law enforcement officials. Conduct interviews. Explain complaints to offenders, victims, witnesses; advise them on legal procedures. Mediate family disputes, establish rapport, interact with citizens; comfort emotionally upset persons. Conduct parent-juvenile conferences. Refer persons to agencies providing social services. Place children in protective custody.

Confer with prosecutors or Town attorney. Read, review reports/notes for court testimony. Testify in criminal and civil court cases or hearings. Present evidence in legal proceedings.

Write reports. Train other personnel and new officers.

Determine whether incidents are criminal or civil, serve subpoenas and search/arrest warrants. Make judgments re: arrest/release of suspects/offenders.

OTHER JOB FUNCTIONS

Respond to/resolve animal complaints. Escort and/or evacuate persons or vehicles from dangerous areas. Organize/conduct photo or station-house lineups. Review crime lab reports and records. Examine deceased persons. Make presentations to groups. Contact supervisors at all levels regarding problems. Attend meetings/ceremonies as department representative or liaison. Perform special duties as assigned. Write memos and letters. Review and sign reports to ensure completeness and accuracy. Deal with barricade/hostage situations. Conduct or supervise searches of property. Inform other units of major incidents. Determine necessity of complaint investigations.

KNOWLEDGE, SKILLS AND ABILITIES

Good social skills and general intelligence. Ability to follow oral and written instructions and to deal effectively with others. Ability to make written reports of investigations and to express oneself clearly and concisely both orally and in writing. Ability to understand and enforce laws dealing with criminal acts.

Ability to learn and apply modern practices in the investigation of crime.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Subdue and arrest a resisting individual. Must be able to perform an evasive maneuver to recover weapon from suspect and walk up and down one to three (1-3) flights of stairs.

Must be able to run fast for a distance less than 50 yards to apprehend suspects or to assist person requiring emergency assistance. May need to forcibly enter buildings, jump down from elevated surfaces, pull self up over obstacles, or climb over obstacles lower than six feet.

Must be able to walk/run for up to a half mile. May lift, push, pick up and/or carry objects or equipment weighing 50 to 150 pounds. May need to climb through small openings and/or crawl in confined areas.

Must be able to walk, stand and sit for prolonged periods.

Must be able to see objects far away, as in driving, and closely, as in typing a report. Must be able to discriminate colors, as in vehicle or house color. Must have a minimum corrected vision to 20/30 in both eyes.

Must be able to hear normal sounds with some background noise. Must be able to communicate through human speech.

Must be able to perform moderately difficult manipulative skills, such as firing a weapon, applying handcuffs, writing, and maintaining target practice skills.

Must be able to remember task/assignment during shift and extending several days.

Ability to get along with co-workers, supervisors, customers and the public at large.

Possible exposure to blood, body tissues or fluids. Exposure to extreme high and low temperatures, dust, loud noises, bodily injuries, high humidity, and wetness.

MINIMUM TRAINING AND EXPERIENCE

Must be 21 years old or older and have a High School Diploma or General Education Development Certificate (GED). Must possess a valid Connecticut motor vehicle operator's license. Must meet the eligibility requirements of the Municipal Police Training Council.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.