

**TOWN OF ENFIELD
JOB DESCRIPTION**

POLICE DEPARTMENT

POLICE OFFICER

GENERAL STATEMENT OF DUTIES: Duties involve routine police work, following clearly prescribed standard police practice and involving straight-forward application of readily understood department rules and procedures.

SUPERVISION RECEIVED: Works under supervision of a Sergeant who issues instructions regarding work assignments and who checks work for conformance to instructions and department rules and procedures.

ESSENTIAL JOB FUNCTIONS: Patrols an assigned area on foot or in car to enforce State and local laws and ordinances and to prevent, detect, and investigate crimes; checks premises of business establishments, residential areas, and town properties to enforce laws and prevent or investigate violations; investigates complaints, crimes, motor vehicle violations, etc.; makes arrests for violations of laws or ordinances; interrogates suspects and witnesses and takes written statements; prepares simple written reports of investigations and activities encountered during the tour of duty; drives or escorts ambulance and administers first aid; directs traffic as required; testifies in court; plans, organizes and executes arrest warrants; books and fingerprints persons taken into custody; protects crime scenes and collects evidence and information; executes motor vehicle stops; conducts searches and seizures; regular and punctual attendance.

OTHER JOB FUNCTIONS: Performs related work as required.

As desk officer: Answers all phone inquiries and complaints; receives calls from cruisers; dispatches ambulance and/or cruisers to answer emergencies and complaints; maintains records such as transportation log, complaint sheet, accident reports, department absentee records, etc.; receives and sends teletype messages.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, controls or tools; reach with hands and arms. The employee is occasionally required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, run or crawl; and taste or smell. The employee must possess the physical strength to subdue and arrest a subject.

Hand-eye coordination required for operation of computers and various other office equipment.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of simple arithmetical procedures; knowledge of the meaning of common words, phrases and terms; ability to spell common words; ability to read and interpret simple passages; ability in elementary reasoning such as drawing accurate inferences from problems presented; ability to follow simple written and oral instructions; ability to deal with the public in a courteous manner, but varying one's technique as the situation demands; ability to apply various established department rules and procedures and laws and ordinances to situations.

PERSONAL ATTRIBUTES: Physical and mental courage, honesty and loyalty; integrity; neat personal appearance; ability to work under unpleasant working conditions; emotional stability; ability to observe and recall details; ability to think quickly and act decisively in emergencies.

EXPERIENCE AND TRAINING: Graduation from high school or equivalent. Must possess valid Connecticut motor vehicle operator's license. Must meet eligibility requirements of the Connecticut Municipal Police Training Council.

TRAINING: Must successfully complete a mandatory course at the Police Training Academy;

graduation from high school or its equivalent as evidenced by possession of a state high school diploma issued by the State Board of Education. Must attend and successfully complete any training program either mandated by law or by the Police Department. Must attend and successfully complete any non-mandatory training program voluntarily accepted; must attend and successfully complete any mandatory refresher courses or tests of ability designed to ensure skill and knowledge in areas of performance.

INVESTIGATION OF FITNESS: All appointments will be made subject to satisfactory investigation which may be conducted either before or after the appointment. Candidates will be investigated in order to secure evidence of their honesty, integrity and general character. Evidence of habitual use of intoxicants to excess, moral turpitude, disrespect for the law, unethical dealings or material misstatement of fact on the application will be considered sufficient grounds for rejection.

PHYSICAL REQUIREMENT: A rigid physical examination will be required.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Revised: 2-1-99