

**TOWN OF FREETOWN
POLICE DEPARTMENT**

JOB DESCRIPTION

PATROLMAN

Reports To: Sergeant

Supervises: Non-Supervisory

NATURE OF WORK

Under general supervision, preserves the peace; protects life and property; prevents and detects crimes; enforces laws and ordinances; and maintains a public service approach towards the community, and performs other job related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents may be assigned to various duties and are expected to be able to perform the full range of duties required of the class. Incumbents may be assigned to any of the following: Patrol; Traffic Enforcement; Accident Reconstruction Officer, Investigation/Detective, School Resource Officer, D.A.R.E., Safety Officer, Crime Prevention Officer, Vehicle Maintenance Officer, Field Training Officer, or Special Assignments. Other special duties may include firearm, CPR, first aid, defensive tactics training; and other training programs.

ESSENTIAL DUTIES *(May include, but are not limited to any combination of the following):*

- Supervises, trains and evaluates employees as assigned.
- Patrols assigned areas in a motorized vehicle or on foot to prevent and detect crime and enforce State and local laws.
- Responds as dispatched to calls concerning traffic accidents, crimes, disorder and emergency situations.
- Pursues and apprehends suspects.
- Enforces traffic laws; investigates traffic accidents; administers first aid and controls crowds.
- Conducts initial and follow-up investigations of crimes; collects and preserves physical evidence; photographs crime scenes; questions suspects, witnesses, and victims.
- Makes arrests, books, monitors, and transports prisoners.
- Prepares crime reports, incident reports, traffic collision reports, citations, property reports and special reports as assigned.
- Participates in community policing.
- Provides escort or traffic control during parades, funerals and special events.
- Prepares cases for prosecution and appears in court as a witness.

- Processes and serves warrants; serves legal papers such as subpoenas, summons writs, notices, documents.
- Collects, preserves and transports physical evidence.
- Answers questions and provides information to the public.
- Assists and cooperates with other law enforcement and public safety agencies.
- Performs related duties as assigned within the guidelines or policies of the department.
- Complies with Department directives.

MINIMUM QUALIFICATIONS

Education and Experience

- high school graduation or G.E.D. certificate.
- possession of a current basic recruit academy completion certificate or exemption awarded by the Massachusetts Municipal Police Training Committee (MPTC).

Knowledge, Skills and Abilities:

Working knowledge of:

- laws pertaining to search and seizure, arrest and interrogation of suspects.
- rules of evidence and basic criminal law.
- the use and care of standard police firearms.

Some knowledge of:

- the techniques of criminal investigations.
- court procedures in criminal and civil cases.

Ability to:

- learn modern police procedures and techniques.
- understand, interpret and apply State and local laws and regulations, department policies and procedures, and other technical literature pertaining to law enforcement.
- react quickly and calmly in emergency or hazardous situations and adopt an effective course of action.
- pursue, subdue and control and/or physically restrain a suspect.
- observe and remember facts and details of incidents.
- follow oral and written instructions.
- read and write English
- obtain and maintain a License To Carry (LTC) firearms and learn to operate firearms safely and skillfully.
- learn to operate firearms safely and skillfully.
- obtain information through interview, interrogation and observation.
- write clear, accurate and grammatically correct reports.

- establish and maintain effective working relationships with those contacted in the course of work.
- learn standard broadcasting procedures of a police radio system.
- communicate verbally in a clear and effective manner.
- deal tactfully and effectively with a wide range of different individuals and groups from the community.
- obtain and maintain a License To Carry (LTC) Firearms and learn to operate firearms safely and skillfully.

Licenses

Possession of and continued maintenance of a valid Massachusetts driver's license.

Possession of and continued maintenance of a valid Massachusetts License to Carry (LTC) Firearms.

SPECIAL REQUIREMENTS

- No felony record (M.G.L. c.41, s.96A)
- Must be at least 21 yrs. old at time of appointment
- Non-smoker (M.G.L. c.41, s.101A)
- Willingness to work rotating shifts including nights and weekends and holidays.
- Psychological suitability for police work (determined by a psychological exam).
- Successful completion of medical and drug testing.
- Successful completion of state Physical Abilities Test (PAT)
- Ability to pass a comprehensive background investigation which includes automatic disqualification criteria, credit history, driving record, criminal activity, military and employment records, and character references.
- Reside within 15 miles of Town limits (M.G.L. c.41, s.99)

TOOLS AND EQUIPMENT USED

Ability to use personal computer, printer, two-way radio, firearms, handcuffs, and other law enforcement equipment, breathalyzer, radar, radar trailer, fingerprint equipment, camera, copying machine and telephone.

PHYSICAL DEMANDS

- Physical health, strength, stamina, and agility to perform the essential functions and tasks of the job. While performing the duties and tasks of this job, the employee is regularly required to talk, hear, see, use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms; to push, pull, drag and lift persons and objects; walk, stoop, sit, run, climb stairs and ladders and fences; drive and quickly enter and exit a police vehicle, operate a vehicle during both day and night and in emergency situations involving high speed, congested traffic and unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Work in an outdoor environment regardless of weather conditions.

- Work is performed in an office setting and the field where an employee is exposed to machinery and its moving parts, sharp objects, loud noise, electricity, fumes, chemicals or toxic substances, and disease.
- Working hours may be irregular (nights, holidays, weekends, etc.) and long, depending upon the situation. Subject to call-back for emergency situations.
- Physical hazards from traffic and violent offenders.
- Perform attached list of essential tasks.

PROBATIONARY PERIOD

The probationary period is set forth in the collective bargaining agreement.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

FLSA Status: Non-Exempt
Union: Yes
Status: Full-Time
Effective Date: 10/24/12 (Automatic Disqualification List revised)
Supersedes: 02/11/08
10/23/06

Acknowledgement of Receipt: _____ Date: _____

Patrolman

Police Officer Essential Tasks:

COMMONWEALTH OF MASSACHUSETTS POLICE OFFICER TASK LIST
A. PATROL AND INCIDENT RESPONSE
Provide back-up to other police personnel.
In response to a report of child abuse, observe and evaluate the physical and mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.
Respond to a crime in progress and secure the area to effect an arrest.
When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.
Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
Operate a Department vehicle at a high rate of speed, using emergency lights and sire and maintaining public safety, to respond to emergency calls for service.
Request assistance from other police personnel.
Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
Participate in a large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).
Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
Operate a Department vehicle under non-emergency conditions within a specified geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.
Respond to incidents requiring your presence as specified in Departmental policies.
Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.
Observe and check entrances to buildings and premises to maintain security of premises.
Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.
Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to effect the safe, peaceful, and orderly flow of a crowd of people.
Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.
Serve on special details to help maintain peace (e.g., abortion demonstrations, animal rights).

B. TRAFFIC ENFORCEMENT
When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.
Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
Protect an accident scene to allow for a determination of the facts of the accident.
Direct/reroute traffic, place emergency signaling devices (e.g. flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades).
Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
Estimate vehicle speed visually or use speed detection equipment (e.g., radar, lidar, vascar, stopwatches) to determine the speed of a vehicle.
Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operation of vehicles on the road.
Issue a citation to a traffic violator.
Impound or supervise impounding of equipment or vehicles left on the roadway.
C. INVESTIGATIONS
Identify and collect evidence at a crime scene to preserve that evidence for use in an investigation.
Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
Evaluate evidence (e.g., article, substance) to determine its relationship to an investigation.
Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
Conduct investigations of subordinates who may be in violation of the law or Police Department policies and procedures.
Investigate citizen complaints involving subordinates.
Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witnesses, victims, or suspects of a crime.
Inspect a suspected controlled substance to make a preliminary determination of its identity and request further lab tests as needed.
Determine the probable facts of the incident from examination and comparison of statements and other evidence.
Interview and take written statements from the general public, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
Identify assets for potential seizure at crime scenes.
Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.

D. ARREST-RELATED ACTIVITIES

Display or discharge a Departmentally approved firearm to protect self and/or the public.

Display or utilize a Departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Departmental policy.

Search one or more persons for weapons, fruits of crime, or contraband to effect an arrest, protect oneself and the public, and/or to obtain evidence.

Search a vehicle for weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.

Distinguish between felony and misdemeanor classifications when making arrests.

Search a building for individuals, weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.

Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.

Determine applicability of Miranda when arresting and detaining suspects.

Signal felon to stop (e.g., emergency light, siren, P.A.) in order to effect an arrest or contain the felon and await backup.

Make judgments about probable cause for warrantless searches.

Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.

Determine whether suspects require medical attention.

Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.

Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.

Legally force entry into building to apprehend suspect and/or evidence.

Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.

Pursue a suspect or violator on foot.

Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).

Make recommendations for strip or body cavity search.

Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.

E. EVIDENCE/PROPERTY MANAGEMENT

Ensure the secure storage of evidence and property in the designated location.

Ensure the maintenance of chain of custody for evidence.

Release property or evidence to authorized individuals.

F. RECORD AND REPORT MANAGEMENT

Write narrative reports (e.g., incident reports, intelligence reports) providing complete, accurate and consistent information.

Summarize in writing the statements of witnesses and complainants.

Fill in forms requiring specific information accurately and completely.

Record information required by Department guidelines in proper logs.

Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.

Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.

G. COURT

Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, Civil Service hearing) to assist in fulfilling the Department's role in the judicial and administrative process.

Review search and arrest warrants prior to presentation to judge or prosecutor for signing.

Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for court presentation, etc.

Prepare search or arrest warrants

H. COMMUNITY RELATIONS

Explain the disposition of citizen complaint incidents to complainants.

Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.

Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.

Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.

Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of action, etc.

Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.

Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).

Maintain current information about available social agencies and their roles for use in referring citizens seeking help.

Discuss police actions with relatives of prisoners or complainants.

I. POLICE DEPARTMENT PROPERTY MANAGEMENT

Clean and inspect weapons.

Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.

Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.

Maintain clothing and personal equipment to satisfy inspection requirements.

Maintain personal copies of Departmental directives as required by Department policy.

J. DIRECT SUPERVISION

Attend or conduct roll call.

K. PERSONNEL EVALUATION AND COUNSELING

L. PERSONNEL ASSIGNMENT AND COORDINATION

M. TRAINING DELIVERY

N. COMMAND

O. INTERNAL/EXTERNAL COMMUNICATIONS & COORDINATION

Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.

Communicate with other Department personnel informally to discuss and exchange information (e.g.
Monitor and respond to routine communications (e.g., phone).
Ensure specialty units and external agencies are notified of situations warranting their attention and involvement (e.g, hostage negotiator, Tactical Response Team, HAZMAT, Fire Department).
Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
Request documents in records systems (e.g., pictures, criminal histories, etc.).
Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
Contact other Police Departments and law enforcement agencies (e.g.
Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.
Respond to requests for information from superior personnel.
Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
Contact outside agencies and organizations (e.g., social service agencies) for information.
P. RESEARCH AND PLANNING
Q. FINANCIAL MANAGEMENT
R. PROFESSIONAL DEVELOPMENT
Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.
Read internal reports and training materials to keep current on procedures and issues.
Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.
Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.