

**Title:** **Detective Lieutenant**

**Department:** **Police Department  
Criminal Investigation Division**

**Position Goal:**

Responsible for supervising and directing all operations of the Criminal Investigation Division, for investigating crimes, and the protection of life and property through the enforcement of laws and ordinances, and related preventive and investigative work.

**Primary Duties:**

Supervises, monitors and evaluates the various units within the Criminal Investigation Division to ensure efficient, effective operations. Issues instructions; assigns cases; reviews work of all employees assigned to the Criminal Investigation Division. Manages division caseload. Assists in the development of goals and objectives, policies and procedures for the division. Performs responsible police work, usually in civilian clothes, in the identification and apprehension of law violators. Applies and keeps updated on standard methods and practices. Must exercise independent judgment in applying procedures to specific cases, and in supervising the employees in the division. Work also involves the collection and analysis of substantive evidence for the solution of criminal activities. Supervises and performs criminal investigation work, visits the scenes of crimes, searches for and preserves evidence, investigates clues to identify law violators, searches for and apprehends violators. Interviews suspects, prisoners, complainants and witnesses to obtain information about crimes. Prepares written reports of cases, complaints and investigations. Communicates with other police agencies in obtaining or giving pertinent police information. Supervises personnel in preparing and presenting cases for court and testifies when necessary. Supervises and directs continuing investigations of multiple types of crimes including witness interviews, suspect identification, record searches and similar investigative techniques through to the completion of the legal process. Supervises and maintains a variety of special record files within the Division. Monitors division budget and makes budgetary requests as needed. Performs other related work as required.

**Knowledge, Skills, Abilities:**

Thorough knowledge of modern criminal investigation and police methods; thorough knowledge of the rules and regulations of the Police Department and pertinent Federal and State laws and City ordinances; ability to deal effectively and courteously with people; ability to act quickly and calmly in emergencies; ability to prepare detailed reports; considerable investigative ability and interviewing skills; thorough knowledge of the rules of evidence and legal procedures pertaining to police operations; ability to remember details, keen powers of observation; thorough knowledge of the geography of the City; ability to plan and supervise the work of all subordinates; considerable knowledge in the use and care of firearms, cameras, fingerprint kits and in the operation of motor vehicles; ability to keep up with current changes in the field of law enforcement.

**Supervised By:**

Works under the immediate supervision of Police Captain or as assigned.

**Qualifications Profile:**

Must hold the rank of Lieutenant in the Bristol Police Department for at least one (1) year; possess a valid Connecticut Motor Vehicle Operator's License.

**Title:** Patrol Lieutenant (Shift Commander)

**Department** Police Department

**Position Goal:**

Responsible for the overall performance of the officers under his/her charge during his/her tour of duty, for investigating crimes, maintaining order and for protecting life and property through the enforcement of laws and ordinances.

**Primary Duties:**

Shall have the authority to deploy personnel and equipment in whatever manner may be necessary to perform departmental operations as efficiently and effectively as possible; shall maintain close contact with his supervisor to determine whether there is any need to modify the operational plans of his/her shift personnel; shall notify his/her superior officer of any deficiency in operational performance and make recommendations for corrective action; responsible for the general efficiency, discipline, conduct, motivation, and appearance of all officers in his/her charge; shall upon reporting for duty, review all pertinent reports and information that may be of value to officers in his/her command; shall be responsible for preparing all officers in his /her command for their daily tour of duty, and shall furthermore see that these duties are properly performed; shall review or cause to be reviewed, all reports submitted by officers in his/her charge; responsible for the care and well being of prisoners being held in department custody during his/her tour of duty; shall, in an emergency or major crime situation, respond to the scene and assure himself/herself that an adequate number of personnel are there to deal with the incident and shall notify command personnel; shall, if necessary, take command of all assigned Police Officers and summon additional Police Officers if needed; shall make regular inspectional tours of the police facilities to assure that departmental rules and regulations are being complied with; shall report to his/her superior officer instances of laxity, incompetence, misconduct, inefficiency, or neglect of duty that comes to his/her attention; shall evaluate the performance of officers under his/her supervision and recommend corrective measures where appropriate; responsible for ensuring that officers in his/her charge make prompt and thorough investigation of crimes that occur in their jurisdictions; responsible for notifying the Criminal Investigation Division (CID) of cases in which their assistance is required; shall obey all lawful commands of his/her superiors; writes reports as required; keeps current on changes in regulations, laws, statutes and policies related to position; maintains a professional appearance and works in support of departmental policies and goals in a professional manner; performs other related duties as required and directed.

**Knowledge, Skills, Abilities:**

Ability to follow written and oral instructions; thorough knowledge of laws, local ordinances, and regulations applicable to Police Department operation; knowledge of modern supervisory and human relations techniques; thorough knowledge of the Connecticut Criminal Justice system and the roles of those who are a part of the system; the ability to exercise initiative to accomplish duties without direction; ability to analyze information and make logical decisions in a timely manner; ability to communicate effectively with persons at all levels; ability to formulate and execute policies; ability to motivate persons to work cooperatively and conscientiously, ability to deal firmly, effectively, and impartially with the public and other members of the department; ability to work harmoniously and cooperatively with co-workers, members of other departments, supervisors, and the general public.

**Supervised By:**

Works under the direct supervision of the Chief of Police or his/her immediate higher ranking superior officer.

**Qualifications Profile:**

For testing processes beginning on or after July 1, 2016, all candidates for promotion to the rank of Lieutenant shall require a bachelor's degree. Must have one (1) year in the rank of Police Sergeant and pass all of the requirements set forth in section 46-A Police Department Merit System of the City Charter and by bargaining agreement.

**Title:** **Detective Sergeant**

**Department:** **Police Department**  
**Criminal Investigation Division**

**Position Goal:**

Responsible for the immediate supervision in directing detectives in the Criminal Investigation Division, for investigating crimes and the protection of life and property through the enforcement of laws and ordinances and related preventive and investigative work.

**Primary Duties:**

Issues instructions, assigns cases and reviews work of Detectives for conformance to orders and instructions. Work also involves responsibility for doing police work, usually in civilian clothes, in the identification and apprehension of law violators. Although there are standard methods and practices, the work is varied and is performed independently and permits considerable opportunity for the exercise of independent judgment and initiative. Work also involves the collection of substantive evidence for the solution of criminal activities. Performs criminal investigation work, visits the scenes of crimes, searches for and preserves evidence, investigates clues to identify law violators, searches for and apprehends violators. Interviews suspects, prisoners, complaints and witnesses to obtain information about crimes. Prepares written reports of cases, complaints and investigations. Communicates with other police agencies in obtaining or giving pertinent police information. Assists court personnel in preparing and presenting cases and testifies in court when necessary. Performs continuing investigations of multiple types of crimes including witness interviews, suspect identification, record searches and similar investigative techniques through to the completion of the legal process. May be required to perform the duties of Detective Lieutenant in his absence. Performs other related work as required.

**Knowledge, Skills, Abilities:**

Good knowledge of modern criminal investigation and police methods; good knowledge of the rules and regulations of the Police Department and pertinent Federal and State laws and City ordinances; ability to deal effectively and courteously with people; ability to act quickly and calmly in emergencies; ability to prepare detailed reports; good knowledge of the rules of evidence and legal procedures pertaining to police operations; ability to remember details; keen powers of observation; knowledge of the geography of the City; ability to plan and supervise the work of subordinates; knowledge in the use and care of firearms, camera, fingerprint kits and in the operation of motor vehicles; ability to keep up with current changes in the field of law enforcement.

**Supervised By:**

Works under the supervision of Detective Lieutenant in the Criminal Investigation Division.

**Qualifications Profile:**

Must hold the rank of Sergeant for at least one (1) year; possess a valid Connecticut Motor Vehicle Operator's license.

**Title:** Patrol Sergeant

**Department:** Police Department

**Position Goal:**

Responsible for the immediate supervision and direction of the activities of each Patrol Officer for whom he/she is assigned, for investigating crimes, maintaining order and for protecting life and property through the enforcement of laws and ordinances.

**Primary Duties:**

Responsible for the performance, efficiency, discipline, general conduct, motivation, and appearance of officers in his/her charge; responsible for being familiar with all matters pertaining to departmental duties and shall assist and instruct officers in the proper discharge of their duties; conducts roll calls and shall inspect officers and vehicles to ensure the readiness for duty of all employees and equipment on his/her tour of duty; shall review reports submitted by officers in his/her charge for accuracy and completeness; shall see that officers in his/her command cooperate with other departmental units to ensure proper exchange of information; shall respond to calls as needed to supervise personnel and operational activities to guarantee the security of a crime scene; shall evaluate the performance of officers under his/her supervision and recommend corrective measures where appropriate; shall, when so designated, assume the responsibilities of the shift commander; reports violations of departmental rules and regulations to his/her supervisor; shall obey all lawful orders of his/her superiors; shall check regularly with officers under his/her command for any information, problems, or changes that may require a modification of operational plans; writes reports as required; keeps current on changes in regulations, laws, statutes and policies related to position; maintains a professional appearance and works in support of departmental policies and goals in a professional manner; performs other related duties as required and directed by superiors.

**Knowledge, Skills, Abilities:**

Ability to follow written and oral instructions; working knowledge of laws, local ordinances, departmental rules, regulations, policies and procedures; knowledge of the Connecticut Criminal Justice System and the roles of those who are a part of the system; ability to exercise initiative to accomplish duties without direction; ability to analyze information and make logical decisions in a timely manner; ability to communicate effectively with persons at all levels; ability to write clear and accurate reports; ability to assist in the formulation and execution of policies; ability to issue clear and concise written and oral instructions; ability to motivate persons to work cooperatively and conscientiously; ability to deal firmly, effectively, and impartially with the public and other members of the department; ability to work harmoniously and cooperatively with co-workers, members of other departments, supervisors, and the general public.

**Supervised By:**

Works under the immediate supervision of the shift commander (Patrol Lieutenant) and/or assigned.

**Qualifications Profile:**

Associate's degree for testing processes beginning on or after July 1, 2014; plus, five (5) years as a regular Police Officer; for testing processes beginning on or after March 10, 2020, an Honorable Discharge from the United States Military shall be equivalent to an associate's degree for purposes of meeting promotional requirements. If an employee is enrolled in a bachelor's degree program that does not offer an associate's degree, sixty (60) earned credits shall be equivalent to an associate's degree for purposes of meeting promotional requirements. Must pass all requirements set forth in Section 46A Police Department Merit System of the City Charter and by bargaining agreement.

**City of Bristol**

**Reviewed October 10, 2023**

**Title:**                   **Detective**

**Department:**       **Police Department**  
                              **Criminal Investigation Division**

**Position Goal:**

Responsible for investigating crimes and the protection of life and property through the enforcement of laws and ordinances and related preventive and investigative work.

**Essential Duties:**

Work involves the responsibility for doing police work, usually in civilian clothes, in the identification and apprehension of law violators. Although there are standard methods and practices, the work is varied and is performed independently and permits considerable opportunity for the exercise of independent judgment and initiative. Work also involves the collection of substantive evidence to determine elements of crime. Performs criminal investigation work, visits the scenes of crimes, identifies and preserves evidence, investigates crimes, searches for and apprehends violators. Interviews suspects, prisoners, complainants and witnesses to obtain information about crimes. Prepares written reports of cases, complaints and investigations. Communicates with other police agencies in obtaining or giving pertinent police information. Assists court personnel in preparing and presenting cases and testifies in court when necessary. Performs continuing investigations of multiple types of crimes including witness interviews, suspect identification, record searches and similar investigative techniques, through to the completion of the legal process. Performs other related work as required.

**Knowledge, Skills, Abilities:**

Knowledge of contemporary criminal investigation and police methods; knowledge of the rules and regulations of the Police Department and pertinent Federal and State laws and City ordinances; ability to deal effectively and courteously with people; ability to act quickly and calmly in emergencies; ability to prepare detailed reports; good knowledge of the rules of evidence and legal procedures pertaining to police operations; ability to remember details, keen powers of observation; thorough knowledge of the geography of the City; and the ability to keep up with changes in the field of law enforcement.

**Supervised By:**

Works under the immediate supervision of a superior in the Criminal Investigation Division who issues instructions, assigns cases and reviews work for conformance to orders and instructions.

**Qualifications Profile:**

Must have at least three (3) years as a member of the Bristol Police Department. Must possess a valid Connecticut Motor Vehicle Operator's license.

**Title:** Police Officer

**Department:** Police Department

**Position Goal:**

Under supervision, provides basic law enforcement, crime prevention, protection of life and property, and other public safety services according to federal and Connecticut State law and consistent with the mission, goals and objectives, and policies and procedures of the City of Bristol Police Department. Work may require the performance of hazardous tasks under emergency conditions and may involve extreme mental and physical exertion for usually short periods of time. Performs related duties as required.

**Primary Duties:**

Develops and maintains positive community and interpersonal relations; patrols assigned area in vehicle or on foot; responds to and provides initial and follow-up investigation of various crimes and events; protects crime scene, collects information, and may collect and preserve evidence; arrests and detains persons, following departmental procedures; attends to the constitutional rights of prisoners during booking process and periods of incarceration; conducts searches and seizures; provides emergency assistance, including providing first aid and assisting or attending to victims as necessary; responds to and conducts investigations of motor vehicle crashes; conducts motor vehicle stops and enforces state and local motor vehicle laws; operates emergency vehicles; enforces State statutes and City Ordinances; writes and reads reports and other law enforcement related documents and materials; presents testimony and evidence in legal and/or administrative proceedings; intervenes in and controls human conflicts; performs various basic law enforcement duties; may be assigned to front desk or other assignments as determined by the Chief; attends departmental and other training programs as required.

**Knowledge, Skills, Abilities:**

Must demonstrate the ability to follow written and oral instructions; observe and accurately report details; write clear and concise reports; recall information; comprehend and retain factual information; clearly and concisely communicate ideas; deal effectively and fairly with all segments of society; perform basic mathematical computations; have basic knowledge of laws and ordinances; strong service oriented work ethic; knowledge of policies, procedures, etc., relating to proper performance of duties; familiar with court procedures; proficient in the use of firearms; good initiative and decision making ability; professional appearance and conduct; ability to meet physical and medical standards required for this position.

**Supervised By:**

Works under immediate supervision of a superior in the Police Department who issues instructions and reviews work for conformance to orders and instructions.

**Qualifications Profile:**

High School graduate or equivalent certificate. Must be 21 years of age. Must possess a valid State of Connecticut Motor Vehicle Operator's license.

**City of Bristol**

**Reviewed October 10, 2023**

**Title:                   Animal Control Officer**

**Department:         Police**

**Position Goal:**

This is a responsible position that involves enforcement of local and state law relating to domestic and wild animals. The employee in this position is responsible for performing field and office work and for maintaining kennels. Work involves physical labor and exercise, use of considerable judgment and discretion.

**Primary Duties:**

Conducts surveys and takes enforcement action for unlicensed dogs. Impounds stray, lost or ownerless dogs. Supervises disposal of dogs by veterinarian. Picks up dead animals from street and all animals involved in accidents. Quarantines vicious or rabid dogs. Reports all violations of state and local laws and testifies in court when necessary. Checks any injured or mistreated dogs as well as nuisance complaints. Maintains kennels, fees and cares for impounded dogs. Maintains records and prepares reports as required. Assigns and oversees daily tasks of Assistant Animal Control Officer and temporary help.

**Knowledge, Skills, Abilities:**

Skill in handling animals. Knowledge of City geography. Knowledge of domestic and wild animals. Ability to deal with people under all circumstances. Ability to work on call at all hours of day or night to assist the patrol division in emergency situations.

**Supervised by:**

Works under the direct supervision of the Administrative Services Commander or assigned.

**Qualifications Profile:**

High School graduate or equivalent certificate and experience in handling of animals. Must possess and maintain a Connecticut Motor Vehicle Operator's License. Incumbents in this position will be required to carry firearms and other defensive weapons, including chemical weapons, and be required to successfully complete initial training on such weapons and maintain certification for same thereafter.

**Title:** Assistant Animal Control Officer

**Department:** Police

**Position Goal:**

The Assistant Animal Control Officer is responsible for assisting in the enforcement of all local ordinances and laws pertaining to domestic animals and certain situations involving wildlife as per Connecticut General Statutes. Working closely with the Connecticut Humane Society and other animal welfare organizations, performs all functions involved in the investigation of citizen's complaints, impounding and caring for unlicensed, roaming, injured, mistreated, diseased, vicious or dangerous dogs or other animals. The Assistant Animal Control Officer assists in the overall maintenance and security of the City dog pound.

**Primary Duties:**

Investigates complaints concerning roaming and barking dogs, dog and cat bites, neglected, injured, abused and vicious animals and other nuisances;  
Issues summonses and infractions as necessary.  
Transports and impounds stray and unlicensed dogs;  
Notifies owners of impounded dogs of the pertinent State and Local regulations regarding licensure and control of animals;  
Takes proper care and control of the pound and impounded animals;  
Quarantines animals as necessary, prepares Quarantine Notices and forwards them to the proper State agency;  
Transports dogs to veterinarian's office for euthanasia injections;  
Maintains records and compiles reports of all activities, complaints and other functions to include redemption and sale of dogs and receipts; Performs custodial duties at the pound as required;  
Acts in the capacity of the Animal Control Officer in his/her absence;  
Attends training and meetings as required; Makes prompt and accurate reports as required; Performs related work as required.

**Knowledge, Skills and Abilities:**

Good knowledge of local, state and federal animal control laws; ability to handle large animals; ability to lift large bags of animal foods; some knowledge of humane procedures of animal collection, care and disposal; ability to safely handle and use firearms and other equipment as issued; working knowledge of the geography of the City; ability to work nights, weekends and holidays when necessary; ability for on-call response; ability to keep simple records and prepare routine reports; ability to effectively communicate both verbally and in writing; ability to establish and maintain effective working relationships with co-workers and the public.

**Supervised by:**

Works under the direct supervision of the Animal Control Officer or assigned.

**Qualifications Profile:**

High School diploma or GED plus one year experience in caring for animals or in animal protection work. Must possess and maintain a valid State of Connecticut driver's license. Incumbents in this position will be required to carry firearms and other defensive weapons, including chemical weapons, and be required to successfully complete initial training on such weapons and maintain certification for same thereafter.



## City of Bristol, CT

### Job Description

**Job Title:** Police Payroll Supervisor

**Department(s):** Police

**Code:** 8

**FLSA Status:** Non-Exempt

**Reviewed October 10, 2023**

**Summary** Coordinates activities of assigned staff and has responsibility for recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls in the Police Department by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Maintains and updates personnel-related records, rates of pay, occupations and other pertinent information for department employees. Updates changes to pay rates in payroll register or computer files. Processes timecards and calculates pay according to City policy. Prepares payroll and inputs into computer. Maintains personnel, attendance and all other related records. Directs compilation and preparation of other payroll data. Tracks and maintains records of overtime for Police Officers. Reviews and approves payroll data, including deductions, to ensure accuracy. Provides payroll data for department budget. Interprets City policies and government regulations affecting payroll procedures. Directs preparation of government reports. Prepares payout figures for separating employees. Provides support to the Commander of the Records Division and assists Police Officers with obtaining reports. Oversees and directs other staff in the release of information to the public under the Freedom of Information Act. Coordinates requests and supplies information to other City Departments. Assigns work and supervises and assists staff as assigned. Performs general administrative and clerical functions as assigned. Trains clerical staff in new work procedures. Services the public. Maintains confidentiality.

**Supervisory Responsibilities:** This position may function as a working supervisor in the capacity of training and providing guidance.

**Education:** High school diploma (or GED).

**Experience:** At least 4 years of relevant experience is required. Education and experience may be substituted.

**Computer Skills:** To perform this job successfully, an individual should have intermediate knowledge of Database software; intermediate knowledge of Payroll systems; intermediate knowledge of Spreadsheet software; and intermediate knowledge of Word Processing software.

**Supervised By:** This position is supervised by the Lieutenant of the Records Division or as assigned.

**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 regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment 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 regularly works in indoor or office environment.

**City of Bristol, CT**  
**Job Description**

**Job Title:** Principal Clerk

**Department(s):** Police

**Code:** 5

**FLSA Status:** Non-Exempt

**Reviewed October 10, 2023**

**Summary:** Provides secretarial and office support for the Police Department by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Screens incoming calls and correspondence and responds independently when possible; or forwards to appropriate party. Prepares daily arrest files for the court each morning. Creates and maintains computer databases and spreadsheet files and enters information into computer; assists in the preparation of various statistical and narrative reports and projects as necessary; maintains supply inventory, purchases office supplies and requests services as assigned. Prepares correspondence, bills, statements, receipts, checks, or other documents, indexes records; copies information from one record to another. Performs various clerical and administrative duties for a variety of departmental programs. Prepares and formats various reports as assigned. Processes forms, permits or other documents, verifies accuracy, sorts information. Reads incoming material, sorts and codes according to file system. Prepares agendas, takes notes, and transcribes minutes for department meetings as assigned. Stamps, sorts, and distributes mail. Collects revenue, records incoming payments, prepares deposits. Performs basic bookkeeping and account balancing, and assists with various payroll functions as assigned. Greets and assists customers in person and by phone. May substitute for the Administrative Assistant to the Police Chief as required, including, but not limited to the following: types and transcribes letters, reports, and/or meeting minutes from rough draft, shorthand notes, or transcription equipment; prepares, collates and distributes agendas, meeting materials, and related information for the Board of Police Commissioners and/or special committee meetings or special hearings; may be required to attend meetings and hearings and record proceedings. Processes Freedom of Information (FOI) requests as assigned. Maintains confidentiality as required.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Education:** High school diploma (or GED).

**Experience:** Three years of relevant experience is required. Education and experience may be substituted.

**Computer Skills:** To perform this job successfully, an individual should have intermediate knowledge of Database software; intermediate knowledge of Internet software; basic knowledge of Purchasing software; intermediate knowledge of Payroll systems; intermediate knowledge of Spreadsheet software; and intermediate knowledge of Word Processing software.

**Supervised By:** This position is supervised by the Chief of Police or assigned.

**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 regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment 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 regularly works in indoor or office environment.

## **City of Bristol, CT**

### **Job Description**

**Job Title:** Fleet and Traffic Maintenance Technician  
**Department(s):** Police  
**Code:** 10  
**FLSA Status:** Non-Exempt  
**Reviewed October 10, 2023**

**Summary** Performs minor maintenance and repairs of police vehicle fleet and City traffic equipment by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Performs minor repairs and preventative maintenance on police vehicles and emergency equipment to keep them in operating condition. Investigates complaints of police vehicle malfunctions from field units, reports deficiencies to assigned supervisor and orders repairs from vendors as required. Orders and picks up parts. Schedules oil changes and other maintenance for the fleet as required; performs emissions testing. Reports recommendations from vendors of changing trends in police vehicles/equipment to assigned supervisor. Performs routine maintenance and minor repairs to traffic control signals and controller. Installs, removes and downloads information from traffic counters. Maintains/replaces highway traffic and pedestrian signs. Operates bucket truck and lift gate vehicles, air compressor, repair lift, power pruner, jackhammer drill, brush cutter and weed trimmer and related equipment. Performs minor carpentry work. Cleans and cares for related machinery. Transports and stores possessed property and department evidence. Transports refuse to landfill. Produces reports on daily activities, maintenance performed and repairs accomplished. Maintains cleanliness of shop and work areas. May be requested to respond to traffic repair emergencies outside of normal work hours. Performs related duties as required.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Education** High school diploma or GED.

**Experience:** At least 2 years of relevant experience is required. Education and experience may be substituted.

**Computer Skills:** To perform this job successfully, an individual should have basic knowledge of Internet software; basic knowledge of Word Processing software; intermediate knowledge of Traffic System software; ability to use City e-mail system.

**Supervised By:** This position is supervised by the Traffic Lieutenant or assigned.

**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 regularly required to talk or hear and stand. The employee is frequently required to stoop, kneel, crouch, or crawl and reach with hands and arms. The employee is occasionally required to sit, taste or smell and climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.

**Work Environment** The work environment 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 is frequently exposed to outside weather conditions, high precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles and occasionally works in indoor or office environment.

# City of Bristol, CT

## Job Description

**Job Title:** Public Safety Dispatcher

**Department(s):** Police

**Code:** 9

**FLSA Status:** Non-Exempt

**Reviewed October 10, 2023**

**Summary** Receives and dispatches emergency and routine calls for police, fire, ambulance, and other emergency services by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Receives and screens incoming calls for law enforcement, fire, medical, or other emergency services. Questions callers to determine location and seriousness of emergency and response needed. Enters information into computer-aided dispatch system. Operates two-way radio and/or other communications equipment to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remote units. Monitors NCIC teletypes for significant information and directs that information to the appropriate officer(s), supervisor or division. Maintains the departmental filing system for active warrants and protective orders and disseminates the necessary information contained in those files to officers and supervisors as requested. Provides pre-arrival instructions to caller. Coordinates police, fire, ambulance, and other emergency requests, relaying instructions to closest and most suitable units available. Monitors closed circuit activities of prisoners and immediately reports any suspicious activity or unsafe conditions to a supervisor and any police officer(s) present in the building. Contacts police officers to verify assignment locations, monitors dispatched units and, when necessary, serves as liaison with caller. Enters, updates, and retrieves information from a variety of computer systems. Answers or forwards non-emergency requests for assistance. Provides general information to the public primarily over the phone. Performs clerical tasks as they relate to the efficient operation of the division. May assist in the training of new dispatch personnel.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Education:** High school diploma (or GED).

**Experience:** At least 1 year of relevant experience is required. Education and experience may be substituted. Prior public safety telecommunications experience and/or emergency medical certifications are desired but not required. Ability to acquire a working knowledge of the radio, computer and related equipment, within the initial training program. Must successfully complete all mandated certifications as required by local, state or federal authorities by completion of probationary period including but not limited to: Public Safety Telecommunicator training, 911 training, COLLECT/NCIC, CPR and Emergency Medical Dispatch (EMD). Must successfully complete City Communications Training Program. Ability to type at a reasonable rate of speed. Ability to learn and strictly adhere to all department guidelines and the ability to think and act quickly and calmly in an emergency situation, using discretion and sound judgment. Must have ability to quickly learn and apply understanding of city geographic features, landmarks and streets. Must have good customer service skills, interpersonal skills and ability to multi-task. Must have excellent attendance record. Public Safety Dispatchers are exposed to sensitive information during the performance of their duties and must maintain a rule of strict confidentiality at all times when dealing with this information. Unauthorized disclosure of any sensitive or confidential information to anyone, including the media, is considered a serious violation and will result in disciplinary action.

**Computer Skills:** To perform this job successfully, an individual should have intermediate knowledge of Database software; and basic knowledge of Word Processing software.

**Supervised By:** This position is supervised by the Communications Lieutenant, Shift Commander or assigned.

**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. Must be able to work a shift schedule which includes day and evening hours as well as weekends and holidays. Overtime may be required.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. Must have ability to communicate clearly and effectively under emergency conditions. Must have sufficient audio acuity and manual dexterity to operate a variety of technical equipment with speed and accuracy. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment** The work environment 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 regularly works in indoor or office environment.

## City of Bristol, CT

### Job Description

**Job Title:** Property and Evidence Technician

**Department(s):** Police Department

**Code:** 9

**FLSA Status:** Non-Exempt

**Reviewed October 10, 2023**

**Summary:** Performs a variety of duties involved in the care, custody, control and disposal of all evidence, property and/or contraband that comes under the custodial control of the police department property room. Maintains documentation of all property transactions and proper chain of custody for all court proceedings as needed. The duties of this position may be shared with Certified Property and Evidence Specialists outside of the bargaining unit as necessary.

**Essential Duties and Responsibilities** include the following (Other duties may be assigned):

Receives, identifies, preserves, classifies, tags and logs evidence and property brought to police headquarters. Ensures evidence chain of custody. Performs inventory of all incoming property and evidence daily. Maintains property log, evidence packaging and secure storage of all incoming property and evidence. Maintains accurate property, evidence and contraband records. Operates department computer equipment and software programs to input data, track and review evidence and property records, and research case disposition for future disposal. Works with investigators, courts and other law enforcement agencies in matters relating to property and evidence. Answers subpoenas for evidence. Transfers evidence/property to state toxicology and forensic labs and to detectives/officers for fingerprinting, investigation or court as necessary, and to court investigator for pretrial investigations as requested. Coordinates viewing and makes copies of evidence photos and videotapes. Maintains established guidelines for release of property and evidence according to court orders and department policies. Schedules and conducts court ordered destructions, disposals, auctions and deposits as necessary. Coordinates with Superior Court Examiner of Seized Property. Responds to inquiries from citizens regarding property and evidence in accordance with department procedures.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Education:** High School diploma or GED.

**Experience:** Two (2) years of related experience in a laboratory or law enforcement setting.

**Other Requirements:** Good knowledge of law enforcement practices relating to property and evidence. Must successfully complete a criminal background check. A one year probationary period is required for this position.

**Certifications, Licenses, Registrations:** Valid State of Connecticut motor vehicle operator's license. Certified Property and Evidence Specialist (CPES) through the International Association for Property and Evidence, Inc. (IAPE) preferred; required within two years of employment.

**Computer and Typing Skills:** To perform this job successfully, an individual should have intermediate knowledge of database, internet, spread sheet and word processing software.

**Supervised by:** Works under the direct supervision of the Detective Lieutenant or assigned.

**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 regularly required to talk, see and hear. The employee is frequently required to reach with hands and arms, stand, walk, kneel, squat, bend, or crawl and climb or balance. The employee must occasionally lift and/or move up to 75 pounds.

**Work Environment:** The work environment 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 primarily works in an indoor or office environment. May be exposed to toxic substances and hazards associated with packaging and storing illicit drugs, blood and dangerous weapons. May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in computer screens.

**City of Bristol, CT**  
**Job Description**

**Job Title:** Public Safety Technical Support Specialist

**Department(s):** Police Department

**Code:** 11

**FLSA Status:** Non-Exempt

**Reviewed October 10, 2023**

**Summary:** This position will be primarily assigned to the Police Department but may provide technology support to the Fire Department or other departments as assigned. Investigates and resolves software, hardware, and network problems of computer users by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Answers, evaluates, and prioritizes incoming telephone, voice mail, e-mail, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies; interviews user to collect information about problem and leads user through diagnostic procedures to determine source of error; handles problem recognition, research, isolation, resolution and follow-up for routine user problems, referring more complex problems to supervisor or technical staff; provides on-site, one-on-one analytical/diagnostic support and hardware, software, and network instructional support to end users throughout the City; assists users in recovering lost files and corrupted data; logs and tracks calls using problem management database, and maintains history records and related problem documentation; helps maintain virus protection through anti-virus console server by downloading updates and distributing the definitions to all servers; tests software and hardware to evaluate ease of use and whether product will aid user in performing work; installs personal computers, software, and peripheral equipment.

\*Must be able to work a varied work schedule to accommodate departmental needs.

**Supervisory Responsibilities** This job has no supervisory responsibilities.

**Education** High school diploma (or GED).

**Experience** At least 2 years of relevant experience is required. Education in lieu of experience may be substituted. Experience with NexGen brand of CAD/RMS, public safety radio systems and SQL is preferred.

**Other Requirements:** Successfully complete a criminal background check (no felony convictions are allowed). Must complete all mandated training and related paperwork as required by local, state or federal authorities.

**Computer Skills:** To perform this job successfully, an individual should have expert knowledge of the following: Database software, Internet software, Spreadsheet software, Word Processing software; and of all Windows Operating systems. A basic knowledge of VMware and network infrastructure is also desired.

**Supervised By:** Overall supervision is by the Records/Technology Division Commander or assigned.

**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 regularly required to sit and talk or hear. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl; climb or balance and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment** The work environment 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 regularly works in indoor or office environment. The employee is occasionally exposed to risk of electrical shock.