

## **TOWN OF GROTON**

### **Job Description**

Job Title: **Patrol Officer**  
Department: Police  
Reports to: Police Sergeant  
FLSA Status: Hourly/Non-Exempt  
Union/Pay Grade: Police/Patrol Officer  
Prepared Date: December 2004  
Approved by: Town Council  
Approved Date: December 2004  
Revision Date:

#### **POSITION OVERVIEW**

General and specific duty police work in protecting life and property through enforcement of laws and ordinances in a diligent, dependable, honest and competent manner.

Maintains patrols of areas of the Town of Groton either by foot, bicycle, motorcycle or patrol vehicle. Detects and prevents violations of laws and ordinances. Works closely with local businesses, school systems, families, adults and youth in maintaining order and protecting life and property within the confines of the Town. Is the “grass roots” ambassador for law enforcement within the community

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties listed below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

During patrol duty may need to negotiate the reconciliation of disturbances and may need to make arrests for violations of laws or ordinances. Will utilize knowledge of constitutional case law and legal statutes in dealing with the public. Responds to routine and emergency calls from communication center. Routinely investigates motor vehicle accidents creating reports, which may be viewed and scrutinized by the general public. At times will be required to respond to fire calls, operate traffic signals, direct traffic during construction or motor vehicle accidents, assist in trauma situations before medical help arrives and perform other related duties as required. Required to appropriately handle high stress situations and extreme pressure at all times. Through community policing work may initiate and help organize “neighborhood watches” and other projects to develop community pride. Considerable ability to establish and maintain effective and courteous working relationships with Town officials, public officials, residents,

members of the general public, other departments and agencies, co-workers and volunteers. The ability to complete and submit written reports in a timely fashion.

May be assigned to specialty teams such as “Scuba” and/or “SWAT”, which carry separate mandated training and certifications. Working knowledge of modern handheld radio, computer and car camera equipment required. May be assigned to the firing range. May be required to testify in juvenile and State/Federal courts.

## **QUALIFICATIONS**

Possession of a four-year high school diploma or equivalency diploma as certified by the State Board of Education and two (2) years of paid employment. In lieu of employment, thirty (30) credits of higher education from an accredited college or university. Preference will be given to candidates having a Bachelor’s Degree. Sound written and oral communication skills with abilities to make split second decisions concerning the life and welfare of the general public. A demonstrated high moral and ethical character is mandatory for this position. A conviction of a felony or dishonorable discharge from a police department, fire department or from the armed forces will automatically disqualify any candidate from this position.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS**

Must possess and maintain valid Connecticut driver’s license. Prior to regular appointment to this position, the incumbent must attain a Police Officer Standards and Training Council Certificate and maintain same throughout service to the force. Must maintain ability to carry and utilize firearms.

## **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.

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, sit, kneel, walk, bend at the waist and knees, reach and stretch from the waist and shoulders and finger, handle and feel. Specific vision abilities required include close vision, distance vision, the ability to adjust focus and identify color. The employee may at times be required to lift up to 50 lbs. and lift/move up to 200 lbs. At times the employee may be required to run long distances or short distances at sustained high speed. Physical suitability for this position shall be determined by a physical examination prior to appointment.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job.

Work is generally performed in the field in the community under varying weather conditions, with exposure to all types of dangerous conditions affecting personal safety. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high and/or precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold or heat in outside weather conditions, vibration and explosives. The noise level in the police department environment is normally moderate with the employee operating typical office equipment inclusive of computer hardware. The employee will operate firearms and must maintain shooting competency.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times, and have mental capacity to handle stressful situations. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.

The employee must have the ability to communicate effectively in oral expression as well as hear. The ability to write concisely, to express thoughts clearly, and to develop ideas in logical order is required. Information provided orally must be accurately recorded. The employee must have the ability to work accurately with names, numbers, colors, codes and/or symbols. Accurate records must be maintained and general report must be prepared with the ability to exercise discretion in handling confidential information.

## **ACCOMMODATIONS**

The Patrol Officer may be called on for any type of law enforcement work in an emergency. Due to the nature of this work and the fact at times threats to human life must be dealt with in extreme and stressful situations, an incumbent in this position must possess full mental and physical capacities.