

# **TOWN OF EAST HADDAM JOB DESCRIPTION**

**Position:** Part-time Police Officer

**Department:** East Haddam Police

**Reports to:** East Haddam Resident Trooper and East Haddam First Selectman

**Work Hours:** First Shift/Second Shift/Weekdays/Weekends as required

**Summary:**

Police officers shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, policies and procedures. Duties shall consist of, but are not necessarily limited to those general police responsibilities necessary for the safety of the community including but not limited to protecting life and property, enforcing criminal and traffic laws and local ordinances. Officers are responsible for the prevention, detection and investigation of crime; and for maintaining law and order.

**Supervision Received:**

Officers shall work under the control of the East Haddam Resident Trooper, Resident Trooper Sergeant or the East Haddam First Selectman.

**Supervision Exercised:**

None, unless specifically assigned

**Minimum Qualifications:**

Minimum requirements include: Connecticut P.O.S.T. certified Officers or recently retired Officers or State Troopers (in good standing), valid CT driver's license, 21 years old, High School diploma or G.E.D., CT certified EMT or EMR and the ability to meet or exceed all entry exams including but not limited to written exam, oral exam, physical agility, extensive background investigation, psychological exam, polygraph exam, physical exam and a drug screen.

**Essential Duties & Responsibilities:**

1. Patrol the Town of East Haddam in a Patrol Car.
2. Be assigned to Bike Patrol, Marine Patrol or as School Resource Officer, if certified.
3. Identify criminal offenses and activity and enforce criminal and motor vehicle laws.

4. Reduce the opportunities for the commission of crime through learning the community, preventative patrols and other measures.
5. Aid individuals who are in danger of physical harm.
6. Perform traffic and crowd control at Town Events.
7. Direct traffic at the scenes of accidents, fires and other emergencies.
8. Respond to medical emergencies within the town and provide patient care until the arrival of local EMS personnel.
9. Carry out investigations to prevent crimes or to solve criminal cases including gathering evidence, investigating suspicious persons and interviewing witnesses.
10. Photograph and or diagram accident or crime scenes as required to complete investigations.
11. Be accountable for securing, documenting and properly transporting evidence and property.
12. Arrest and/or assist in the arrest of criminal suspects.
13. Search prisoners for weapons, contraband, illegal drugs or other harmful materials.
14. Transport prisoners to detention facility and/or court.
15. Prepare written reports as needed or requested.
16. Prepare incident reports, establish and maintain patrol files and other administrative investigations.
17. Provide other services on an emergency basis consistent with departmental policy.
18. Coordinate efforts with those of other members of the department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
19. Respond punctually to all assignments and provide a high level of customer service to the public.
20. Maintain weapons and equipment in a functional and presentable condition.
21. Respond to citizens requesting assistance and information.
22. Serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately.
23. Testify in court and present evidence in cases, which the officer has participated.
24. Immediately report any incidents of suspected child or elderly abuse or neglect.
25. Coordinate activities with the Dept. of Children and Families, schools, East Haddam Youth and Family, social services and other town departments in neglect and abuse cases.
26. Coordinate activities with other town departments, including Animal Control, Public Works, Board of Education, Public Health and surrounding police agencies.
27. Be familiar with all departmental rules, regulations and policies.
28. Participate in departmental meetings and training programs.
29. Perform other general duties as they are assigned or become necessary.

**Knowledge, Skills and Abilities:**

1. Must have working knowledge of Connecticut criminal law and procedures.

2. The ability to apply principles of logic or police investigation techniques to define problems and collect data/information.
3. Must have the ability to establish facts and draw valid conclusion.
4. Must be able to interpret a variety of instructions and written oral or diagrammatic form.
5. Must be able to condense a variety of information into concise and clear written reports.
6. The ability to speak before a group of people with poise, voice control and confidence is desirable.
7. Must have the ability to accurately read road maps.
8. Must have the ability to clearly and accurately communicate with others in person, via phone and two way radios.
9. For Marine patrol assignment must have a working knowledge of boating laws. Previous maritime experience, including small boat operations, is desirable.

**Required Certifications / Licenses:**

1. Connecticut P.O.S.T. certified
2. Connecticut Motor Vehicle Drivers License
3. Certified as a Connecticut Emergency Medical Technician or Emergency Medical Responder.
4. For Marine Patrol assignment must possess a valid safe boating certificate

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with or in Presence of Hazardous Materials		X		
Work with Bio Hazards (blood and other body fluids)		X		
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Working on Roadway / in traffic		X		
Working under stressful conditions			X	
Exposure to Computer Keyboard /Screen			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking/Running			X	
Sitting /Driving				X

Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling		X		
Bending, pulling, pushing		X		
Physical Altercations		X		
Shooting		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*