

Town of Otis, Massachusetts

Position Title:	Patrolman	Grade Level:	PD I
Department	Police	Date:	
Reports to:	Sergeant/Chief	FLSA Status:	

Statement of Duties: The Patrolman performs routine and specialized police law enforcement work to protect lives and property and the prevention and suppression of crimes within the community in carrying out the enforcement of state and federal laws and local Bylaws. Employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the Police Sergeant and Chief, the employee the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Confidentiality: The employee has regular access to confidential information obtained during the performance of regular position responsibilities such as criminal records, client records and investigations.

Supervisory Responsibility: The employee, as a regular and continuing part of the job, is not required to supervise other department employees.

Judgment: The work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations, or transactions to determining the appropriate actions to be taken within the limits of standard or accepted law enforcement practices and state and/or federal laws. Guidelines include a large body of department policies, state and federal laws as well as accepted law enforcement practices and procedures which may be complex or conflicting, at times. Independent judgment is used to analyze specific situations in order to determine appropriate actions required for each incident or situation. The employee is expected to weigh the efficiency and relative priorities as well as public and personal safety needs in conjunction with operational or procedural concerns in the decision making process. The employee is required understand, interpret and apply complex federal, state, local and/or department laws or regulations often under adverse weather or life threatening conditions.

Work Environment: Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as those listed above and mental stress from constant

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conflicting and urgent time demands of the utmost priority including life threatening situations. The nature of the physical environment may be such that the employee's personal well being and/or safety as well as the public's may be compromised. The employee is required to work beyond normal business hours in accordance with the department's work schedule and in response to natural or man-made emergencies on a 24/7 basis, 365 days per year.

Nature and Purpose of Relationship: Relationships are constantly with co-workers, the general public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. The employee is required to discuss controversial matters with hostile or uncooperative persons pertaining to the enforcement of local, state and/or federal laws where tact is required to avoid friction and to obtain cooperation.

Accountability: The consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, personal injury, missed deadlines, danger to public safety, loss of police officer certification and adverse public relations.

Occupational Risk: Duties may involve frequent, recurring exposure to hazardous conditions, such as operating vehicles traveling a high rate of speed. Job frequently entails the possibility of serious personal injury, danger to public safety, or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or performing duties during extreme weather conditions. Extreme care and safety precautions are required at all times.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Patrols designated zones within the Town and respond to incidents and complaints relayed through the department's dispatcher; conducts searches and arrests when probable cause exists in keeping with the applicable laws of arrest, search and seizure.
2. Conducts preliminary investigations including motor vehicle accidents and renders first aid to accident victims when needed; serves as Court Officer as required.

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3. Maintains assigned equipment and motor vehicle in proper, safe working condition.
4. Performs various administrative duties including the preparation of detailed written incident reports, citation log and other reports as necessary.
5. Testifies in court proceedings as a witness when necessary; acts as a custodian of personal property and evidence being held for presentation in court.
6. Accompanies and maintains custody of individuals being taken to jail, court or detention centers.
7. Conducts traffic control and enforcement of motor vehicle laws and regulations.
8. Reviews crime trends to detect if special attention is needed; assists in the preparation of operation plans.
9. Participates in various public and school education programs including neighborhood meetings as needed; advises businesses about safety issues in an effort to prevent crime; provides assistance to citizens that are not of a criminal in nature.
10. Attends training courses and seminars in order to maintain state certification as a patrolman and keep abreast of law enforcement laws, polices and procedures.
11. Required to perform first responder duties at the scene in response to emergency calls for service.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent; up to one (1) year of prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid Class D Driver's License

Firearms certification and license to carry certification

CPR and First Responder Certification

Must successfully complete a pre-employment physical and ability test (PAT)

Must be certified to use radar, breath testing, taser and pepper spray equipment

Must be CORI certified.

CJIS, BT/PBT, MCJTC, and ICS Certification

Knowledge, Abilities and Skill

Knowledge: Knowledgeable of Massachusetts General and Civil Laws, Motor Vehicle Laws, the U.S. Constitution, and Town ordinances related to law enforcement. Knowledge of the department's law enforcement techniques and practices as well as operating guidelines.

Knowledge and ability to safely handle weapons, department equipment, motor vehicles, search and seizure, evidence and court proceedings and to apprehend violent persons in accordance with accepted law enforcement practices and techniques. Knowledge of proper operation of various police traffic control equipment including radar and breath testing. Knowledge of the geographic layout as well as landmarks of the Town and surrounding areas.

Abilities: Ability to handle and carry out law enforcement duties during emergency situations

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often under adverse weather, stressful, life threatening conditions. Ability to deal with disgruntled or violent members of the public in a safe, professional and tactful manner. Ability to independently research laws or legal briefs for guidance. Ability to make decisions in a timely, common sense and safe manner. Ability to work at any hour of the day or night and for extended periods of time often under adverse or life threatening conditions.

Skill: Proficient oral and written communication as well as computer skills. Excellent physical skills to be able to protect yourself and others. Common sense skill to determine the most appropriate response to emergency situations. Technical skill in operating police vehicles, fire arms and various types of police equipment such as radar in a safe and effective manner often under adverse weather and life threatening conditions. Self motivational skills. Maintain good physical condition in order to perform physical skills required as described below.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time under adverse weather conditions, or regular travel on foot over rough terrain or barriers or to subdue or restrain violent persons or animals.

Motor Skills: Duties involve close hand and eye coordination and physical dexterity, manipulation and motor control under life threatening conditions that may require extreme accuracy. The manual skills required are comparable to those which might be needed in firing a gun or operating safety vehicles at high rates of speed under adverse weather and/or road conditions. The employee is required to run, bend/stoop, crawl/kneel, carry, reach, climb/balance, push, pull, lift department equipment; drive motorized equipment at high rates of speed under adverse weather and road conditions and to restrain violent persons. The employee is required to talk, hear, stand, sit, walk or run for extended periods of time.

Visual Skills: Employee is constantly required to read general documents for general understanding, analytical purposes; employee is required to routinely determine color differences.