

TOWN OF COLCHESTER

JOB DESCRIPTION

Position Title: Police Officer/Corporal

Reports to: Team Sergeant

Department: Police Department

Classification: Non-Exempt

Pay Grade:

Job Function: Under the general supervision of Sergeants, Lieutenants, and the Police Chief, this position provides police protection and law enforcement services within the Town of Colchester. Within this classification of Police Officer an employee may serve in any of the following positions, K-9 Officer, Field Training Officer, Detective, School Service Officer, DARE Officer, Harbormaster. After ten years of service the Colchester Police Department, employees shall be entitled to test for promotion to Corporal.

Essential Functions:

- Familiarization with all departmental rules and regulations as they pertain to the position as Police Officer;
- Attend classes, participate in department training exercises, and study department materials to acquire and advance job knowledge and skills;
- Conduct criminal, motor vehicle and other investigations by securing areas, gathering and preserving evidence, interviewing complainants, victims, witnesses and other involved, collecting photographs, finger prints, obtaining search warrants, affidavits, etc.;
- Prepare court cases and present testimony in court for the above;
- Patrol specific districts on foot, bicycle or in a police vehicle;
- Act as department liaison with all appropriate public, private Town, State and federal entities as required;
- Assist in investigating suspicious activities and persons; make arrests for violations of federal and state laws and town ordinances;
- Respond to emergencies such as motor vehicle accidents, crimes in progress, etc.
- Respond to complaints; investigate and attempt to mediate conflicts; issue citations and execute arrest warrants;
- Investigate traffic accidents, aid injured persons, determine if any criminal offenses have been committed and write appropriate reports;
- **Take precautions to avoid exposure to health hazards at all times while working;**
- Direct traffic at accidents, fires, public assemblages and at busy intersections as necessary;

- Patrol parking areas and town streets, issue tickets and summonses for parking and traffic violations;
- Provide directions and respond to general inquiries from the public in a professional and courteous manner consistent with all Department policies and procedures;
- Investigate crimes against persons and property;
- When assigned to uniform duty, maintain uniforms, equipment and weapons in accordance with department directives;
- Serve subpoenas, arrest warrants and deliver emergency messages;
- Provide prisoner transport;
- Deliver court paperwork;
- Maintain positive public relations while enforcing the law, providing information or otherwise assisting the public;
- Document all actions in writing as per department and state regulations;
- Manage conflicts and employ creative solutions to resolve community issues;
- Perform related work as required;
- **As Corporal, assume the charge of a crime scene or other shift activities in the absence of the Sergeant;**

Knowledge, Skills, and Abilities:

- Must have successfully completed Probationary Police Officer period and maintain all requirements of that position;
- Must have no less than 20/200 corrected to 20/20 vision in each eye;
- Must maintain a valid Vermont State driver's license
- Must maintain full-time certification through the VPA;
- Participate in training which places significant stress on cardiovascular and muscular-skeletal systems;
- Display physical proficiency to subdue attacking persons, as well as chase, apprehend, and restrain individuals consistent with the enforcement of the law;
- Analyze situations quickly and objectively and use good judgment and sound reasoning in emergency situations such as crimes in progress, domestic assaults, etc., by assimilating and acting on evidence and visual facts available;
- Ability to work in all weather conditions and temperatures;
- Ability to establish and maintain effective working relationships with Town official, local politicians and business people, and the general public;
- Communicate clearly orally and in writing;
- Exhibit care and awareness required to manage situations and occupational risks connected with firearms, crimes in progress and accident scenes;
- Criminal Record Check required.

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Ability to Move Distances	<input checked="" type="checkbox"/> Lifting (specify)
<input checked="" type="checkbox"/> Color Perception	Within and Between	100 Pounds
<input checked="" type="checkbox"/> Hearing/Listening	Facilities/Offices	<input checked="" type="checkbox"/> Carrying (specify)
<input checked="" type="checkbox"/> Clear Speech	<input checked="" type="checkbox"/> Climbing	100 Pounds
<input checked="" type="checkbox"/> Touching	<input checked="" type="checkbox"/> Ability to Mount and	<input checked="" type="checkbox"/> Driving (local/over
<input checked="" type="checkbox"/> Dexterity	Dismount Equipment	the road)
<input checked="" type="checkbox"/> Hand	<input checked="" type="checkbox"/> Pushing/Pulling	Other _____
<input checked="" type="checkbox"/> Finger	<input checked="" type="checkbox"/> Typing	_____
<input checked="" type="checkbox"/> Standing		_____
<input checked="" type="checkbox"/> Sitting		

Mental/Reasoning Requirements:

<input type="checkbox"/> Reading - Simple	<input checked="" type="checkbox"/> Writing-Complex	<input checked="" type="checkbox"/> Analysis/Comprehension
<input checked="" type="checkbox"/> Reading – Complex	<input type="checkbox"/> Clerical	<input checked="" type="checkbox"/> Judgment/Decision Making
<input type="checkbox"/> Writing – Simple	<input type="checkbox"/> Basic Math Skills	<input checked="" type="checkbox"/> Stress

Work Environment:

<input checked="" type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Outside	<input type="checkbox"/> Pressurized Equipment
<input checked="" type="checkbox"/> Works Alone	<input checked="" type="checkbox"/> Extreme Heat	<input checked="" type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	<input checked="" type="checkbox"/> Extreme Cold	<input checked="" type="checkbox"/> High Places
<input checked="" type="checkbox"/> Verbal Contact w/Others	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	<input type="checkbox"/> Mechanical Equipment	<input checked="" type="checkbox"/> Hazardous Materials
<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Electrical Equipment	<input checked="" type="checkbox"/> Dirt Dust

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.

Approvals:

Department Head: _____ Date: _____

Human Resources:_____ **Date:**_____