

## ***City of Barre, Vermont***

### *Barre City Police Department* CLASS SPECIFICATION

## **POLICE OFFICER**

### **DEFINITION OF CLASS**

This position is the entry level for a police officer, including those attending the traditional law enforcement training academy, and those completing field training, those graduates who have attained "sworn status" and/or are still serving their initial probation (minimum of 12 months). This position is responsible for learning the demands and requirements of a law enforcement officer in the City of Barre and has full law enforcement duties.

### **ESSENTIAL TASKS**

- Patrol assigned areas on foot and/or in a department assigned cruiser
- Observe areas in City to detect/deter possible criminal activity or violations of State/Municipal laws and ordinances.
- Maintain radio contact with the Emergency Communications Center
- Direct traffic as needed
- Issue parking ticket violations
- Answer questions, give general assistance to the public as needed
- Become familiar with employees and businesses, residents, in the assigned patrol area in order to identify circumstances which are out of the ordinary
- Investigate accidents, issue violation notices, make arrests for motor vehicle offenses
- Investigate criminal offenses and assist in apprehension of criminals
- Investigate a variety of complaints, suspicious activities, and other unusual circumstances; take appropriate measures to resolve situations and maintain city standards of law and order; make arrests for violations of laws and ordinances
- Secures scene to restore peace and protect evidence
- Interviews complainants and witnesses, collects and submits evidence for safekeeping
- Assure the rights of individuals are upheld and protected
- Ensure proper supervision and control of arrestees and others in custody
- Serve arrest warrants and other official court documents
- Search suspects/prisoners for weapons
- Fingerprint, photograph and interview/interrogate suspects
- Basic knowledge of computers
- Write Affidavits, Warrants, and other court documents required

- Seize controlled substances and stolen property
- Completing incident reports for assigned cases
- Testifying in court or before a grand jury as necessary
- Advise business leaders and citizens on crime prevention security measures
- Maintains vehicles and equipment to keep them clean and in good working order.
- Coordinate Barre City police activities with supervisors, other city departments, as well as other area towns and state law enforcement agency

### **REQUIRED SKILLS AND ABILITIES**

- Ability to perform all police/regular duties without restrictions and meet all essential job functions
- Ability to observe situations and analytically and objectively, and record them clearly and completely.
- Ability to read and understand Federal and State criminal and traffic laws, City Government structure and functions, office structure and functions, and office written directives
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to handle sensitive public contacts, communicating with tact and professionalism
- Ability to understand, demonstrate and implement problem solving techniques
- Demonstrates personal integrity, pays attention to detail, is emotionally stable, and physically fit to perform all of the duties and essential job functions as assigned

### **QUALIFICATIONS**

- Possession of a valid driver's license.
- High School graduate or GED
- US Citizenship or documented authorization to work in the United States
- Must meet all minimum VCJC Level III entry-level training and employment standards.
- Successfully complete a panel interview and be recommended for selection testing
- Successfully pass a thorough background investigation, psychological screening, medical examination, drug screening, and polygraph

**-OR-**

- Currently hold a VCJC Level III Police Certification (or one recognized as by the (VCJC), having successfully completed initial probationary status, and served as a full time, sworn law enforcement officer for more than (12) consecutive months within the previous 3 years, not including training.