

Patrol Officer

Grade 8 - 40 hours per week

Police Department

Effective: 11/19/07

Purpose:

The Patrol Officer serves one department within the Town of Richmond. This position reports to the Richmond Police Chief.

Essential Functions:

- * Accomplish all specific tasks as assigned by superior officers in a professional and detail oriented manner.
- * Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- * Reduce the opportunities for the commission of crime through proactive policing.
- * Create and maintain a feeling of security in the community.
- * Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers.
- * Maintain weapons and equipment in a functional and presentable condition.
- * Assist citizens in need of assistance or information.
- * Be thoroughly familiar with the Town's roads, businesses, and residents.
- * Maintain cruisers through inspections at the beginning of the tour for any defects or missing equipment, keep cruisers clean inside and out, lock and secure cruiser while it is left unattended.
- * Keep radio equipment in operation at all times and use radio in line with FCC regulations and department policies.
- * Adhere to all Town policies and regulations in regard to safety and personnel matters.

Non-essential Functions:

- * Coordinate efforts with other members of the law enforcement community pursuant to intermunicipal agreements.
- * Communicate with fellow officers all information obtained which is pertinent to the achievement of police objectives.
- * Acquire information concerning activity since last tour of duty.
- * Be accountable for the securing, receipt, and storage of all evidence and property coming into custody.
- * Serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately.
- * Accomplish other general duties as they are assigned or become necessary.
- * Patrol for the general purpose of crime prevention and law enforcement including being alert to the development of conditions indicative of criminal activity and observing and interrogating suspicious persons.
- * Ensure that the assigned cruiser's gas tank is filled prior to completion of tour.
- * Make security checks for businesses and vacant houses.

Job Standards/Accountability:

The primary job function is to work within the Police Department to provide municipal police services to the Town of Richmond in an efficient manner. Other job functions are performed after the primary functions but may not require more than the budgeted number of hours. The quantity and quality of work performed will be reviewed on a regular basis by the Police Chief. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Selectboard.

Working Conditions:

Physical requirements include operation of police vehicles in all types of weather. Day to day physical activities include foot patrols investigating crime scenes involving apartment buildings or wooded areas and office work as required by the Police Chief including typewriter, computer, filing, and phone work.

Qualifications:

- * High-school diploma or GED.
- * Have full certification with the VT Police Academy or the ability to obtain certification within a period of one year from date of hire.
- * Some prior police experience preferred.
- * Ability to interact effectively with Town officials, the general public, and local and State agencies.
- * Working knowledge of the principles and practices of Police methods and procedures.
- * Must be able to meet requirements of firearm proficiency.
- * Ability to work under varying weather conditions and situations endangering personal safety.

EMPLOYEE: _____ DATE: _____