

# TOWN OF WILTON

## Position Description

Date: May 11, 2009

---

**POSITION TITLE:** Police Officer

**UNION:** Wilton Police Union Local #1429,  
Connecticut Council of Police Unions #15,  
AFSCME, AFL-CIO

**DEPARTMENT:** Police

**REPORTS TO:** Shift Supervisor

**SUPERVISION EXERCISED:** None

**SUMMARY DESCRIPTION OF DUTIES:** This position performs law enforcement services in accordance with the mission, goals, and objectives of the Town of Wilton Police Department in compliance with governing Federal, State, and Local laws. A Police Officer performs the police patrol and investigation work, on foot or in a patrol car or on a bicycle, involved in enforcing laws and ordinances to protect life and property. A Police Officer performs tasks according to Departmental policies and Standard Operating Procedures following general and special instructions from officers of a higher rank who review the Police Officer's work methods and execution through personal observation of and discussion with the Police Officer. A Police Officer must, at times, be able to act without direct supervision and to exercise independent discretion in handling emergencies which may involve an element of personal danger. At all times, the Police Officer must treat the public with the utmost courtesy when performing their duties. A Police Officer may be assigned to any of several specific assignments requiring skills and abilities learned on the job.

**JOB LOCATION AND EQUIPMENT USED:** Work is performed both in the office, on patrol, and in the field outside of patrol. Field work may require inspections of and work at locations accessible only by traversing rough terrain on foot. The Police Officer must be capable of operating a motor vehicle for prolonged periods of time, and periodically may use a bicycle or light truck. The Police Officer must be able to operate equipment specifically associated with police work, including but not limited to: firearms, radios, pepper spray, handcuffs, batons, flares, ladders, radar, Intoxilyzer, drug identification kits, cameras, and crime scene equipment as well as medical and other emergency equipment including oxygen units, wheel chairs, ambulance stretchers, elevators, and hand trucks. The Police Officer must also be proficient in the use of office

equipment, including telephones, copy machines, typewriters, personal computers, fax machines, and mobile data terminals (MDT's).

**ESSENTIAL FUNCTIONS:**

- Under regular supervision, patrols an assigned area on foot or, a bicycle or in a patrol vehicle to establish a police presence;
- Enforces those laws, statutes, and Town ordinances that are under local police jurisdiction;
- Patrols areas frequently targeted for crimes of larceny, robbery, burglary, and crimes of violence, recognizing suspicious activity and persons and takes appropriate action;
- Perform traffic control and direction, at times under adverse conditions, for a prolonged period of time
- While on patrol, checking windows and doors in the business areas and investigates suspicious conditions;
- Makes motor vehicle stops for violations or criminal offenses and perform Selective Traffic Enforcement;
- Checks for parking violations in congested areas, writes tickets, and directs traffic at traffic controls points, accidents, and other emergency scenes;
- Intervenes in fights, disorderly behavior, and family disputes, provides assistance to victims, brings calm to situations, and takes offenders into custody;
- Talks with adults and juveniles during the course of patrol duties, gathers information, and identifies resources and gives directions to referral services as appropriate;
- Handles high-risk incidents, i.e., suicide threats, barricaded suspects, hostage situations, and armed encounters;
- Make Misdemeanor and Felony arrests and properly transport and process the offenders;
- Learns the geography of the community, knows the location of government buildings, streets, landmarks, medical facilities, courts, transportation stations and depots, and points of interest so that directions can be given and emergency response can be achieved in an efficient manner;
- Investigates all types of crimes, including: preparing reports of the incidents, taking photographs, video, and audio tape documentation, preparing sketches, interviewing

witnesses and suspects, recognizing and securing evidence, and locating, identifying and taking suspects into custody;

- Performs, when assigned, a accident investigator, investigations, secures evidence and statements, takes photographs, analyzes causes of accidents, prepares cases for court, and testifies in court as required;
- Prepares arrest and search warrants, executes warrants, serves summonses and subpoenas, and testifies in court;
- Takes appropriate rescue measures at various emergencies, places barricades and/or traffic cones at hazardous scenes, and initiates emergency detours;
- Renders aid and coordinates transportation of injured persons at industrial accidents, air crashes, accident and crime scenes, and works effectively with other emergency services agencies;
- Counsel, confer and assist the general public individually or as a group
- Performs, as assigned, specialized clerical, computer entry, searching and statistical analysis, duties of dignitary protection, transportation and guarding of potentially dangerous criminal offenders, and other security details;
- Prepares an incident report on all incidents and investigations in accordance with the Department's records procedure in a prompt and accurate manner;
- Performs minor mechanical repairs to vehicles, i.e., check oil and fluid levels, check air in tires, , etc.; and
- In the absence of higher ranking officers, experienced officers might be called upon to be in charge of a patrol shift and will perform those duties and command the authority and responsibility of the assignment;
- Performs related duties as required.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Thorough knowledge of applicable laws, ordinances, Departmental polices, Standard Operating Procedures, and instructions;
- Ability to handle any assignment by creating their own technique and innovations to accomplish the task within the police department's policies and SOP;
- Sets a high example of integrity, professionalism and leadership;

- Ability to observe situations analytically and objectively;
- Ability to think and act decisively in emergencies;
- Possess planning and organizational skills
- Ability to operate an automobile safely and in accordance with traffic laws and rules under ordinary and emergency conditions;
- Ability to meet certification requirements in firearms (including pistol, shotgun, and rifle), emergency care, defensive tactics, basic Police Academy and advanced curricula;
- Ability to develop skill in the use of firearms and to react quickly and calmly under emergency conditions;
- Ability to perform functions of law enforcement under adverse weather conditions and under stressful conditions;
- Ability to recognize conditions of danger on roads, building sites, in dwellings, and other areas, initiate action to correct problems, and notify other personnel or agencies for assistance;
- Ability to deal effectively, courteously, tactfully and impartially with peers, superiors and with the general public;
- Ability to understand and execute oral and written instructions;
- Ability to speak clearly and distinctly and to read, compose, write, and type reports;
- Ability to provide credible sworn testimony;
- Ability to work varying shifts;
- Ability to carry supplies and equipment which may exceed 25 pounds;
- Ability to lift ambulance stretchers with medically distressed people on same;
- Ability to carry, drag, and move victims away from danger with or without assistance;
- Ability to chase a person on foot over an extended distance and apprehend the individual;

- Ability to make a forcible arrest by overcoming earnest resistance;
- Ability to continue to perform assigned tasks under hazardous or offensive conditions;
- Ability to stand or sit in one location for extended periods;
- Ability to work outdoors for extended periods under severe weather conditions;
- Ability to walk extended distances through uneven terrain;
- Ability to climb several flights of stairs, jump over obstacles, run, kneel, scale fences, crouch, or lie prone for extended periods;
- Ability to maintain a calm demeanor when faced with an agitated or verbally aggressive individual; and
- Ability to operate or use the following: bicycle, light truck; radios, pepper spray, handcuffs, batons, flares, ladders, radar, Intoxilyzer , drug identification kits, cameras, crime scene equipment, oxygen units, wheel chairs, ambulance stretchers, elevators, hand trucks, telephones, copying machines, fax machines, typewriters, personal computers, and mobile data terminals (MDT's).

**MINIMUM REQUIREMENTS:**

- Minimum 21 years of age;
- Minimum high school diploma or General Educational Development (“GED”) diploma;
- A physical agility examination as prescribed by POSTC.
- Must successfully complete the Post Officer Standards and Training (POST) Basic Recruit course;
- Must successfully complete a Field Training and Evaluation Program (FTEP)
- Must possess a valid driver’s license
- Must be a citizen of the United States;
- Must have experience in meeting and dealing with diverse groups of people under varying circumstances.

- Must maintain valid POSTC certification as a Police Officer.
- Ability to meet or exceed standards as they might be from time to time amended or adopted by the POSTC

**SPECIAL CONDITIONS:**

- A background investigation, including but not limited to, a motor vehicle check, a criminal history check, and education, certification, and employment verification;
- After a conditional offer but prior to actual commencement of employment, the applicant must successfully complete the following:
  - A physical examination conducted by a physician selected by the Town and at the Town's expense;
  - A pre-employment controlled substances test;
  - A psychological evaluation conducted by a professional selected by the Town and at the Town's expense;
  - A polygraph examination conducted by a professional selected by the Town and at the Town's expense; and
  - A physical agility examination as prescribed by the POSTC.
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.