

# **POLICE OFFICER – Town of Westport, CT**

## **GENERAL STATEMENT OF DUTIES:**

Performs police patrol and investigation work in protecting life and property and enforce laws and ordinances on foot, bicycle, motorcycle, or in a patrol car, van, patrol vessel or light truck. Patrol tasks performed according to departmental rules and regulations following general and special instructions from officers of higher rank, who review work methods through personal inspection and discussion. Must be able to act without direct supervision and to exercise independent discretion in meeting emergencies involving an element of personal danger and demands firm, courteous treatment of the public at all times. A Police Officer may be assigned to any of several specific assignments requiring skill and ability learned on the job.

## **REQUIRMENTS:**

Minimum of High School or G.E.D. Associates degree from an accredited college or 60 college credits or 2 years military service preferred.

Must possess a valid driver's license.

No person shall be appointed to the Westport Police Department unless he/she shall be a citizen of the United States. Must live within 35 miles of the Town of Westport upon graduation from the police academy.

## **DUTIES and RESPONSIBILITES:**

Patrols a specified beat or district on foot, bicycle or in a patrol car or vessel; physically checks windows and doors in the business district and investigates suspicious conditions.

Navigates and maintains police patrol boats, as assigned, to enforce laws and harbor regulations, and to assist navigation; responds to waterborne emergencies, fires and other life-threatening incidents.

Checks for parking violations in congested areas, writes tickets and directs traffic at traffic control points, accidents and other emergency scenes.

Makes arrests for violations of laws and ordinances; serves warrants and other legal papers.

Performs, when assigned as accident investigator, investigations, secures evidence and statements, takes photographs, analyzes causes of accidents, prepares cases for court, and testifies in court as required.

Performs, as assigned, specialized clerical, computer entry, searching and statistical analysis, duties of dignitary protection, transportation and guarding of dangerous criminal offenders, and other security details.

Renders emergency medical treatment as a first responder and coordinates transportation of sick and/or injured persons at industrial accidents, air crashes, accident and crime scenes; works effectively with other emergency services.

Patrols areas frequently targeted for crimes of larceny, robbery, burglary and crimes of violence, recognizing suspicious activity and persons and takes appropriate action.

Learns the geography of the community, beat, knows the location of government buildings, facilities, landmarks, medical facilities, points of interest, so that directions can be given and emergency response achieved in an efficient manner.

Takes appropriate rescue measures at various emergencies, places barricades, traffic cones at hazardous scenes and initiates emergency detours.

Investigates all types of crimes, preparing reports of the incidents, taking photographs, video and audio tape documentation, prepares sketches, interviews witnesses and takes suspects into custody.

Makes motor vehicle stops for violations or criminal offenses.

Intervenes in fights, disorderly behavior, family disputes; provides assistance to victims, brings calm to situations, and takes offenders into custody.

Ability to perform functions of law enforcement under adverse weather conditions and under stressful conditions.

Talks with adults and juveniles during the course of patrol duties, develops information, and provides assistance and directions to referral services.

Prepares arrest and search warrants, executes warrants, serves summonses and subpoenas, testifies in court.

Handles high-risk incidents; i.e., suicide threats, barricaded suspects, hostage situations, armed encounters.

Performs other related duties as required.

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

Good knowledge of laws, ordinances, departmental policies, rules and instructions.

Ability to understand and execute oral and written instructions.

Ability to be courteous but firm with the public.

Ability to develop skill in the use of firearms and to react quickly and calmly under emergency conditions.

Ability to read, compose, write and prepare reports.

Ability to operate an automobile safely and according to traffic laws and rules; walk, run, and physically operate required equipment.

Ability to meet certification requirements in firearms, emergency medical care, defensive tactics, basic academy and advanced curricula.

Ability to recognize conditions of danger on roads, building sites, in dwellings and other areas, initiating action to correct problem and notifying other agencies for assistance.

#### **REQUIRED EQUIPMENT OPERATION:**

Operates motor vehicles, bicycles, firearms, TASERS, cameras, oxygen unit, snare, life jacket, radios, telephones, elevators, computers, wheel chairs, ambulance stretchers; operates equipment as required

including, but not limited, to general office equipment, fire extinguishers, handcuffs, baton, flares, ropes, ladders, radar, Drager 9510, drug identification kits and crime scene equipment.

**REQUIRED PHYSICAL OPERATION:**

Sitting at a desk or stand at an assigned location and work continuously for extended periods of time; carrying supplies and equipment which may exceed 25 pounds; running, kneeling, lying in the prone position, as well as lifting ambulance stretchers with medically-distressed people on same, carry, drag, move victims away from danger with or without assistance