	<b>Town of Southington Department of Police General Order</b>	<b>Number: 400-01</b>
	<b>Subject: Job Description Sworn Employee</b>	<b>Effective: 09/19/2013</b>
	<b>State Accreditation: 1.2.6</b>	<b>Review: Bi-Annually</b>
	<i>The Mission of the Southington Police Department is to protect and serve the community, in addition enforce laws and ordinances, provide information and/or direction to people in need and to promote a feeling of safety and security for all members of the community. The Southington Police Department will work in cooperation with the community to preserve and improve the quality of life, making the Town a safer, more pleasant place to live, work and visit.</i>	<b>Priority: Low</b>
		<b>Section: 400</b>
<b>Chapter: 3</b>		

**Purpose:**

To establish job descriptions for all employment positions within the Southington Police Department.

**Policy:**

It shall be the policy of the Southington Police Department for all employees to follow their current job descriptions established by the Chief of Police and the Board of Police Commissioners.

**Procedure:**

The Southington Police Department will work in accordance with the Board of Police Commissioners in establishing employment positions and their corresponding job descriptions.


**Job Descriptions/Assignment Specifications:**

- Current job descriptions for all employees shall be maintained by the Lieutenant in charge of Support Services and made available to any employee upon request.
- Each employee shall be provided the job description for their job upon beginning a new assignment, or when receiving a promotion, and when changes are made to the current job description.
- Descriptions of the responsibilities entailed by a special assignment shall be maintained by the Lieutenant in charge of Support Services and made available upon request to employees. An employee receiving a special assignment shall be issued a copy of the specifications for their assignment.
- Supervisors shall receive copies of job descriptions or assignment specifications for those employees they supervise.

**Essential Work Values required of all Southington Police Personnel:**

It is the policy of the Southington Police Department that ALL department personnel will follow the below list of essential work values:

1. Be punctual.
2. Be available for work during your scheduled hours and during emergency situations.
3. Give a full day's work for a full-day's pay.
4. Comply in letter and spirit with lawful organizational general orders (i.e., values, rules, directives, customs and practices).
5. Be mentally and physically prepared for work.
6. Learn and execute your current job responsibilities in a satisfactory manner.
7. Possess the ability to adjust to change.
8. Use productive work time in an efficient and effective manner.
9. Be loyal to the lawful interests and needs of the organization.
10. Be professional and courteous to everyone, and work with others in a harmonious manner.

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**Telecommunicator:**

Position Summary:

Receive and transmit emergency and administrative messages over a combined police, fire, and medical emergency communications system.

General Duties:

1. Receive written, oral and computerized instructions from Shift Commander.
2. Ability to use department approved computer systems.
3. Plan, organize, and perform work according to standardized procedures.
4. Receive telephone calls for police, fire, and medical emergency service under the Town 911 emergency call system.
5. Receive other telephone calls for police and general information.
6. Route calls to proper personnel.
7. Dispatch police, fire, and medical vehicles as needed.
8. Monitor and transmit on other radio frequencies as necessary.
9. Receive and transmit orders and instructions using appropriate code language to Police Officers at the scene of an emergency and transfers backup units to provide adequate coverage to other areas.
10. Coordinate radio contact through fire call.
11. Use computer terminal to input, retrieve and transmit information from State Motor Vehicle and National Crime Information System.
12. Monitor alarm system.
13. Perform incidental duties connected with departmental operations as required.
14. Receive information from directed and routine patrols and records by location, district, and data tract for staff analysis.
15. Monitor teletype system for significant information and informs the Shift Commander.
16. Coordinate intercommunication with other Town and State Police Departments.
17. Maintain informational logs as needed.
18. Provide general information to the public.
19. Relay information to other Town Departments, utility companies, and wrecker services.
20. Assist in training of new Telecommunicator employees.
21. Perform other duties and/or tasks as assigned.


Immediate Supervisor:

Reports directly to the Patrol Division Lieutenant.

Qualifications:

The skills and knowledge required would generally be acquired with a High School education or GED. A minimum of one (1) year of consistent employment with a company is preferred. Also the following certifications must be obtained prior to being hired as a fulltime Telecommunicator:

- State of Connecticut Telecommunicator Certification
- State of Connecticut Collect System Certification

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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle, feel and operate office equipment, or controls and reach with hands and arms. The employee is frequently required to sit. The employee is occasionally required to walk; talk or hear; sit; and smell. Specific vision abilities required by this job include close vision, and must also be able to see objects far away as in driving and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee occasionally is exposed to wet and/or humid conditions. The employee occasionally works in cold or adverse conditions.

**Licenses and Certifications:**

Valid Connecticut Driver's License