

TOWN OF STOWE, VERMONT JOB DESCRIPTION

JOB TITLE: Patrol Officer
PAY GRADE: 4, 6 and 7
SUPERVISOR: Police Chief

PURPOSE OF JOB

The purpose of this position is to perform a variety of public safety duties which include, but are not limited to, answering criminal and general calls for service, investigating vehicle crashes, proactively enforce state law and municipal ordinances, and interact with community members to prevent crime and solve problems. Persons in this position perform public safety duties described below both in a proactive and responsive manner while pursuing department goals and conforming to the department's mission statement. Officers are responsible for the compliance with Department's General Orders, directives and regulations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

Patrols by police vehicle for extended periods, in all weather and lighting conditions.

Officers may patrol by vehicle, bicycle, or on foot.

Works varying days, hours and holidays as determined by Department needs and contractual provisions.

Enforces all Federal, State and local laws and ordinances within the Town of Stowe and the State of Vermont.

Complies with all applicable codes, laws, rules, regulations, standards, policies and procedures, department directives and general orders.

Treats all employees fairly and equally under like circumstances in accordance with the law, department policy and general orders.

Promotes a safe and respectful work culture. Does not use any speech or behaviors which run counter to any standards, which convey disrespect to others. Promotes and abides by fair and impartial policing standards. Advances community policing by promoting, setting the example for positive relationship with the community by demonstrating the tenants of community policing.

Answers all calls for service as dispatched or assigned.

Investigates criminal offenses, motor vehicles accidents and other incidents. Investigate criminal offenses to identify offenders, makes custodial arrests as well as referrals to criminal justice and judicial officials.

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Investigates juvenile crimes, other juvenile matters and children as crime victims.

Responds to questions and complaints from citizens, provides information, researches problems, and initiates resolution of problems/complaints.

Diligently and efficiently investigates all cases assigned.

Documents facts and evidence through proper investigative techniques.

Interviews witnesses, victims and accused and takes statements as required or when appropriate.

Enforces traffic laws and ordinances, which includes the stopping of violators, giving warnings, issuing summons, inspecting and towing vehicles.

May be called upon to serve civil or criminal process in the form of warrants, abuse prevention orders, subpoena, or other type of judicial order.

Makes arrests in accordance with the United States and Vermont Constitution, state statute, rules of criminal procedure, training, and department rules and regulations (policies). Will be called upon to testify in judicial situations as necessary.

Makes arrests for violation of law, enforces fish and wildlife laws, gathers evidence and prepares reports for court cases, appears in court to present evidence; completes reports and maintains appropriate records of activities.

Utilizes proper methods in collection, marking and taking control of evidence at the scene of a crime or incident in accordance with proper procedures. Safeguards all evidence and property recovered that comes into his/her possession.

May make seizures of property, possessions, or people according to United States and Vermont Constitution, state statute, rules of criminal procedure, training, and department rules and regulations, and general orders.

Testifies in court and in official hearings.

Directs traffic, which may involve standing for hours without relief or rest. Perform traffic control functions when necessary at crash scenes or other town functions.

Processes and transports prisoners.

Promptly submits complete and accurate reports as required by State Law and Department Policy. Prepare required reports for calls for service, crashes, criminal investigation, arrest, and any other deemed necessary in a timely fashion.

Performs spot checks (security checks) of commercial and residential structures.

Work with community groups and schools to provide information on matters related to law enforcement, learn about community concerns, and provide suggested solutions.

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Defuse situations of disagreement or dispute and, cause to cease, unruly and/or assaultive behavior. May be called upon to manage unruly crowds or manage groups who have assembled to protest.

Is able to communicate with persons contacted during work assignments without the use of threats or intimidation to carry out assigned duties and responsibilities. Uses and practices de-escalation tactics.

Knowledge of Town layout of streets, traffic routes and major buildings, along with common areas/people known for criminal behavior.

Responds to public emergencies, medical emergencies and assists in the search for lost or missing people.

May assist other law enforcement agencies in apprehending fugitives or other duties.

May be called upon to perform limited dispatching duties, as necessary.

May be required to perform animal control duties.

May be required to work special events or other assigned functions.

Performs other necessary tasks or functions as is necessary to accomplish Department goals and objectives.

Operates computer terminals connected to federal and state criminal justice systems, which require strict adherence to their regulations.

Assists all department personnel regardless of rank, assignment and tenure in the achievement of the department's goals and responsibilities.

Assists in the training of probationary employees.

Represents and Department at official functions and community events.

Ability to provide quality customer service and community relations.

A Police Officer is able to work independent of immediate supervision.

Detects and reports dangerous conditions when noted.

Establishes and maintains effective and positive working relationships with all members of the Stowe Police Department. Police Officers cooperate fully with other police departments and public safety agencies.

Police Officers communicate to the members of the Department all information received or known which may affect the safety of other members of the department in the execution of their duties. Maintains, cleans, and disinfects his/her vehicle and equipment.

Is available by telephone or radio during the tour of duty when the situation permits.

Answers the telephone, provides information, guidance and assistance. Takes and relays messages and/or directs calls to appropriate personnel and returns calls as necessary.

Substitutes for co-workers during temporary absence of same; provides guidance, training, and/or assistance to other department personnel.

Promotes a safe and respectful work culture through positive role modeling and strong communication skills; immediately puts a stop to any speech or behaviors which are discriminatory or otherwise conveys disrespect to others.

Performs other such duties as assigned by his/her supervisor or the Chief of Police.

MINIMUM QUALIFICATIONS

High school diploma or GED.

Must possess and maintain a valid Vermont driver's license.

ADDITIONAL QUALIFICATIONS

Working knowledge of the principles and practices of police operations and of approved police methods and procedures.

Must be fluent in English and have the ability to communicate effectively, both orally and in writing. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, state statutes, ordinances, and procedure manuals.

Demonstrated possession of high degree of integrity, honesty, self-disciplined, emotionally stable and demonstrated ability to make sound decisions base on good judgment/common sense. Must successfully complete (or have completed) the Vermont Police Academy Basic Class, or instruction as required by the VCJTC for out-of-state certified officers.

Maintains annual training requirements as required by the VCJTC and Department. Maintain Vermont Criminal Justice Training Council certification as a Full-Time Police Officer.

Successfully completes required training. Participate in department training exercises or classes, in a classroom or field environment, and study department materials to acquire and advance job knowledge and skills.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. As such must adapt communication style/tone/vocabulary to a variety of audiences, be self-aware of one's own verbal and non-verbal cues, be an active listener, maintain professional demeanor,

provide timely responses and information, and provides a consistent positive messaging to the community.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of firearms, vehicles, equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Leadership: Requires the ability to supervise those under his/her command and ensures that all officers know in detail and are prepared to execute all assignments.

Customer Service: Must respond to the public's needs consistent with Town policy on customer service expectations.

Financial Accountability: Must be proficient on maintaining basic levels of expenditure/revenue controls and documentation including the procurement of goods and services as needed.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of running, climbing, balancing, stooping, kneeling, crouching, and crawling, and which may involve the lifting, carrying, pushing and/or pulling of people and dogs. The ability to exert light physical effort in sedentary positions. Tasks may involve extended periods of time at a keyboard, workstation, or in a vehicle.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature extremes, traffic hazards, bright/dim light, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, noise extremes, or rude/irate customers.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description, and understand the duties and expectations herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date