

**Town of Cheshire  
Police Officer**

|                |                |             |          |
|----------------|----------------|-------------|----------|
| Position Title | Police Officer | Grade Level |          |
| Department     | Police         | Date        | 10/16/24 |
| Supervisor     | Police Chief   |             |          |

**DEFINITION**

The Police Officer performs general or special duty police work in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime. The Police Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Exercises authority consistent with the obligations imposed by the oath of office and according to departmental policies and procedures.
- Detects and prevents crime through patrol of assigned area(s) for general purposes of crime prevention and law enforcement. Responds to public emergencies and assists all persons needing police assistance.
- Apprehends persons violating the law or wanted by law enforcement.
- Performs security checks on public assemblies, buildings, schools, parks, and playgrounds.
- Reports malfunctioning streetlights, tree hazards, fire hazards, and any and all conditions endangering public safety.
- Directs and expedites the flow of traffic at assigned intersections to prevent accidents, protect pedestrians, and ensure the free flow of traffic.
- Enforces parking ordinances and motor vehicle laws in patrol area, issuing traffic and parking warnings and citations as necessary.
- Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
- Renders first aid and emergency medical services to persons who may require medical assistance.
- Assists citizens requesting assistance or information by answering questions from the public, counseling juveniles and adults when necessary, and referring them to persons or agencies where they can obtain further assistance.
- Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- Maintains weapons, equipment, and vehicle in a functional and presentable condition and reports all defects and damages.
- Secures, receipts, and properly transports all evidence and property coming into custody.
- Completes detailed reports on all crimes, vehicle accidents, and other incidents requiring police attention.
- May attend and testify to events in court.

Approved: 10/16/24

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- Performs other related job duties as required.

**SUPERVISION RECEIVED**

Works under the direction of the Police Chief. The position is hired by the Board of Selectmen who are the Chief Town Officials

Employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

**JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations, and precedents, which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state, and local regulations.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors, and the public, involving frequent explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints, interact with challenging personalities, and/or effectively navigate difficult circumstances.

**CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent and at least 1 year of related experience; or any equivalent combination of education, training, certification, and experience.

Massachusetts Police Officer Certification Training (POST) certification, as well as possession of a valid motor vehicle operator's license, certification in CPR and as a first responder, taser certification, and possession of a license to carry firearms are required.

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**KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of modern policing techniques, methods, and procedures. Knowledge of federal and state laws, bylaws, and relevant court decisions relative to search, seizure, arrest, and other enforcement responsibilities and constraints. Knowledge of Town roads, important public and private buildings, and facilities.

Abilities: Ability to establish and maintain effective working relationships with the general public, other members of the Department and other law enforcement agencies, and Town officials and employees. Ability to respond to individuals and situations with tact and respect. Ability to understand and carry out oral and written instructions. Ability to assess situations quickly and use sound judgment in determining the appropriate course of action or response. Ability to make sound decisions under stressful circumstances including but not limited to the use of deadly force.

Skills: Report writing skills. Emergency management skills, firearm skills. Tact in communicating with individuals, occasionally in hostile conditions.

**WORK ENVIRONMENT**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or be under prolonged pressure during emergency situations.

**PHYSICAL, MOTOR, AND VISUAL SKILLS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Skills**

Work requires moderate and intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s), and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

**Motor Skills**

Essential functions involve close hand-eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy.

**Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.