

**TOWN OF NORTHBOROUGH**  
***JOB DESCRIPTION***

<b>JOB TITLE:</b>	Police Officer	<b>DATE:</b>	April 2003
<b>DEPARTMENT:</b>	Police	<b>GRADE:</b>	
<b>REPORTS TO:</b>	Detective Sergeant		

**SUMMARY**

Responsible for enforcing federal, state, and local laws, codes and regulations for the protection of life and property.

**ESSENTIAL FUNCTIONS** (all Officers, regardless of assignment)

Prepare records and reports of activities, accidents, investigations, arrests, recovered property, incidents/events during tour of duty, etc. Develop/maintain/review case folders, logs, and reports. Develop/cultivate/maintain and document sources of information.

Initiate requests for subpoenas; execute search warrants; serve or deliver warrants, summonses, subpoenas, and other official papers.

Prepare for presentation in court proceedings; confer with court prosecutors and testify in court.

Assist general public in a variety of situations including counseling adults and juveniles on criminal and non-criminal matters, intervene in the case of disputes, refer citizens to appropriate agencies or jurisdictions for further assistance, etc.

Participate in continuing training and instruction programs through individual study of technical material and attendance at scheduled drills and classes.

Provide emergency medical care applying skills of a First Responder.

Maintain assigned weapons and equipment.

**PATROL:**

Patrol assigned areas in uniform on-foot or in marked police cruiser; conduct security checks of buildings, public areas, residential and commercial neighborhoods; respond to emergency calls and requests for assistance; enforce criminal and motor vehicle codes and laws; direct pedestrian and vehicular traffic.

Conduct preliminary investigations of criminal and non-criminal cases and accidents; secure crime scene; apprehend law violators; transport and process prisoners.

**DETECTIVE:**

Investigate crimes; process crime scenes; detect and collect evidence; gather intelligence; conduct surveillance; transport evidence and property to the Police Department or crime laboratory; conduct interviews with victims,

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witnesses, and suspects; write affidavits for and serve arrest warrants; make arrests; transport and process suspects and prisoners.

Work with Fire Department, State Fire Marshal, and Building Inspector in conducting fire investigations.

Contact victims regarding status of investigations. Maintain contact with District Attorneys.

Cultivate, develop and maintain relationship with other agencies such as: Regional Drug Task Force, Worcester County Breaking & Entering Task Force and Worcester County Fraudulent Check Association, and other Town/City Police Departments to support criminal investigations.

Provide "on call" coverage.

#### **JUVENILE:**

Review daily log for incidents including juveniles. Develop/maintain/review case folders, and reports.

Review juvenile cases with Patrol Officers to determine course of action before charges are filed.

Counsel adults, juveniles, and school personnel on criminal and non-criminal matters; intervene in the case of disputes; refer citizens to appropriate agencies such as Northborough Family and Youth Services, and the Department of Social Services.

Cultivate, develop and maintain effective working relationships with teachers, counselors and school administrators; Family and Youth Services; Department of Social Services; Worcester Juvenile Court Probation and other agencies.

#### **SECONDARY RESPONSIBILITIES**

- Provide mutual aid to surrounding communities
- Manage two summer camps for youth. Recruit instructors and assist in the development of curriculum. Recruit and supervise staff and camp attendees. Assist in the development of the camp's budget. Expend funds within specified limits.
- Coordinate activities of citizen watch groups.
- Provide community education.
- Provide back-up, and fulfill duties of, other Police Officers.

*Performs other position-related duties, as assigned.*

#### **QUALIFICATIONS**

##### **Minimum Training and Experience**

Requires a minimum of a high school diploma or GED certificate, and training through the Massachusetts Criminal Justice Training Council approved by the Massachusetts Police Academy with 3 to 5 years' experience; or any equivalent combination of education and experience. An Associate's degree in Law Enforcement is preferred. Juvenile Detective requires completion of Juvenile Officers training course provided by the State Criminal Justice Training Council.

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Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License, Firearms License, and First Responder Certification. Annual pistol, baton and intoxylzer certification required.

Must pass Police Department physical examination, and maintain appropriate physical fitness level.

#### **Minimum Knowledge, Skills and Abilities**

Requires thorough knowledge of policing and investigation principles and techniques and federal and Massachusetts' state laws.

Requires skill in crime scene photography, sketching, dusting for latent prints, making plaster castings of impressions, using software to develop composite sketch/image of unknown suspects and/or victims, packaging evidence for lab analysis.

Must work effectively under a variety of conditions that can create emotional and physical stress.

Must be able to communicate clearly and concisely, orally and in writing; must have the ability to influence/negotiate with angry citizens and suspects ensuring their safety and the safety of others.

#### **Knowledge Proficiency**

In order to be considered proficient in this position, the employee must demonstrate:

- thorough knowledge of crime scene processing, surveillance, and investigation,
- thorough knowledge of federal and state statutes, which pertain to police work,
- thorough knowledge of the Town's by-laws,
- thorough knowledge of safety principles and practices as they pertain to policing and demonstrated commitment to following safety precautions and procedures and wearing protective safety clothing.
- solid knowledge of Town geography, streets and numbering system,
- basic knowledge of the functions and operations of other Town departments, with working knowledge of the fire, family and youth outreach services, inspection services, and Town Clerk's departments/offices,
- continuing education and certification in such topics as: narcotics, CPR, juvenile policing, interviewing, rape investigation, etc.

#### **Tools and Equipment Used**

The employee is required to use a personal computer and general office equipment, as well as surveillance equipment, radar equipment, handcuffs, cameras, finger print tools, car and portable radio, first aid equipment, bio-hazard equipment, accident investigation equipment, P.B. tester, handgun, shotgun and baton. The employee is required to operate a Class D motorized vehicle.

#### **Physical Demands**

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Must physically restrain subjects who resist arrest or who refuse to obey lawful orders. Must be able to communicate clearly and concisely, orally and in writing. Must be able to hear spoken commands.

While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit, walk, use a keyboard, write and drive a motor vehicle. Occasionally the employee is required to crawl/kneel, carry, reach,

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climb/balance, push/pull, and lift. The work requires strenuous physical exertion. Requires the ability to lift and carry objects of more than 60 pounds intermittently. Work requires the employee to be physically fit. The employee must have the physical ability to respond to calls expediently.

The position requires good vision to drive vehicle, review evidence, identify situations and suspects, as well as distinguish color. The use of firearms and standard police equipment (radar, investigation kits, etc.) requires advanced manual dexterity in combination with eye-hand coordination.

**Work Environment**

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. When performing the position, the employee is regularly exposed to weather extremes (cold, and excessive heat), loud noise, fumes/gases/toxic chemicals and potentially armed and dangerous persons. The employee occasionally works around moving mechanical parts and is occasionally required to operate in confined, cramped quarters.