



**CITY OF GROTON
POSITION DESCRIPTION
CERTIFIED POLICE OFFICER**



Position Title: Certified Police Officer
Department: Police – Patrol Division
Reports To: Sergeant or Higher Ranking Officer
Contract: Local 3355 of Council #4, AFSCME, Police Union
FLSA: Non-Exempt
Approval Date: February 1, 2017
Salary Range: \$63,772.80 to \$77,438.40 yearly

SUMMARY

The Certified Police Officer, under general supervision of a sergeant or higher ranking officer, performs basic law enforcement duties in in compliance with state and federal laws, departmental policies and procedures and operations directives.

ESSENTIAL DUTIES AND FUNCTIONS

1. Performs work in accordance with applicable Federal and State safety regulations.
2. Must enforce all State of Connecticut statutes, laws and ordinances of the City of Groton.
3. Arrests and detains persons.
4. Crime scene protection and evidence collection.
5. Enforces Driving Under the Influence (DUI)/traffic laws and investigates traffic accidents.
6. Executes motor vehicle stop.
7. Uses physical exertion/force.
8. Use of deadly force.
9. Conducts initial investigation of various crimes and events.
10. Presents evidence and testimony.
11. Prepares reports and documents activities utilizing a computer and various software packages.
12. Performs all other duties as may be assigned.

Patrol Duties Include But Are Not Limited To

Use police radio equipment to communicate. Look for and identify suspect vehicle by color and description. Observe moving vehicles to identify possible criminal activity. View insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc. inspect patrol vehicle for weapons and contraband and the beginning of shift and before and after

prisoner transport. Investigate unusual odors. Monitor department radio communications to respond to calls for service and stay aware of police activity. Control hostile groups. Transport prisoners. Describe persons (suspects, missing persons) to other officers (e.g., Prepare requests for emergency evaluation of mentally disturbed individuals. Direct the actions of assisting law enforcement and public service personnel. Maintain custody and control of arrested persons outside of detention facility. Respond to and control crime scenes, e.g., barricaded subject. Conduct field interviews of suspicious persons. Investigate suspicious person(s) and vehicles. Uses a flashlight, illuminated baton or hand signals to direct traffic. Search for person in darkened building or environment. Hold flashlight while performing various law enforcement duties. Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity. Maintain a courteous relationship with citizens to foster a positive productive relationship with clients. Behave in a positive and fair manner to develop and maintain trust relationship with citizenry.

QUALIFICATIONS

Must have current Connecticut POST certification expiring not later than 30 months from date of hire by the City, or, in the case of retired Connecticut State troopers, must not have retired more than 30 months prior to date of hire by the City.

Must have CT POST certification requirements including, but not limited to, not having a criminal record, the ability to obtain lateral or comparative CT POST certification in accordance with Public Act 15-4, the ability to pass a Cooper physical assessment (if required), the satisfactory completion of a polygraph examination, a psychological examination, a medical evaluation and a background check.

Must possess and maintain as a condition of employment a valid state driver's license, the ability to operate a vehicle safely and an excellent driving record.

EDUCATION AND/OR EXPERIENCE

High school graduate or equivalent required. Minimum of sixty (60) college credits or an honorable discharge from a branch of the Armed Forces of the United States preferred.

LANGUAGE SKILLS

Excellent command of the English language (i.e., speak, read and write).

PHYSICAL DEMANDS

The physical demands described are representative of those that must be performed by an employee to successfully perform the essential functions of this job. The employee must be in good physical condition, be required to stand or sit for prolonged periods of time, walk, run, use hands and fingers, handle or feel, reach with arms, stoop, kneel, crouch, talk and hear. Vision must be correctable to 20/20. Close/distance/depth perception required. The employee must occasionally lift and/or move up to fifty (50) pounds. Ability to distinguish colors and depth perception and ability to adjust focus. Requires physical dexterity to direct pedestrians and vehicles. Perform gross motor skills. Ability to communicate with others verbally and by hand directions. Must have complete mobility of neck, eyes, hands, arms, legs and feet.

WORK ENVIRONMENT

The work is typically conducted in conditions with a few disagreeable features. The noise level in the work environment is generally quiet, but at the scene of accidents, natural or man-made disasters any number of unfavorable or severe conditions high noise levels may exist, manifesting stressful situations and physical danger. Performs law enforcement duties in all types of weather temperatures and conditions.

I have read and understand my position description. If I have any questions, I am to contact my immediate supervisor.

EMPLOYEE'S SIGNATURE

DATE