

# Bristol Police Department

## Job Description

### Police Officer

**JOB SUMMARY:** Performs patrol and related police work in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime and other related work as required. Officers holding this rank of police officer may also be required to carry out the duties and responsibilities of any of the following assignments: Investigator, Field Training Officer, Officer in Charge (in absence of the Chief and / or Sergeant and as directed).

#### ESSENTIAL FUNCTIONS:

1. Patrols by marked police car for extended periods; may patrol by bicycle or on foot; investigates unusual conditions; assists motorists in distress; supervises activities at scenes of crashes, aids victims, and directs traffic; enforces traffic regulations by issuing warnings, tickets, or citations.
2. Respond to calls through dispatch such as disturbances, domestic problems, disabled motor vehicles, animal calls, etc.
3. Enforces local ordinances, federal and state laws, issues citations and serves warrants.
4. Makes arrests for violations 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.
5. Conducts criminal, juvenile, and crash investigations as needed; determines whether or not investigation is warranted; interviews and/or interrogates victims, witnesses and suspects; may also assist in major case investigations.
6. Serves subpoenas, arrest warrants, and death notifications; transports prisoners; assist owners in entering residences and vehicles in emergency situations.
7. Responds to emergencies such as medical emergencies, motor vehicle crashes, fires, etc.; performs first aid as required; assists in the search for lost or missing people.
8. May assist other law enforcement agencies in apprehending fugitives or other duties.
9. Maintains equipment, vehicles and weapons.
10. Participates in department training exercises or classes, in a classroom or field environment, and study department materials to acquire and advance job knowledge and skills.
11. Makes frequent contact with the general public, other law enforcement agencies, and community organizations requiring tact, perceptiveness and discretion.
12. Performs other necessary tasks or functions as necessary to accomplish Departmental goals and objectives or as assigned by a supervisor.

#### KNOWLEDGE AND EXPERIENCE:

### Minimum Qualifications

1. United States Citizen;
2. 18 years of age;
3. High School or GED, Associate's Degree preferred from an accredited school;
4. No felony or serious misdemeanor convictions;
5. No habitual or serious traffic offenses which may adversely affect a law enforcement career;
6. High moral and ethical standards and character as evidenced by a thorough investigation and evaluation;
7. Must pass a physical examination by an approved physician, polygraph, written and psychological testing through the Vermont Police Academy, and pass a physical fitness test, after acceptance of a conditional offer of employment;
8. Possession of a valid motor vehicle operator's license.

### Additional Desired Qualifications

1. Working knowledge of Vermont and Town of Bristol laws and ordinances;
2. Working knowledge of law enforcement equipment;
3. Demonstrated ability to enforce the law impartially and to make sound judgments under stressful conditions;
4. Demonstrated ability to prepare detailed reports and records and to follow general or detailed instructions;
5. Demonstrated ability to tolerate an average to above average amount of stress and have the ability to accept direction and constructive criticism;
6. Demonstrated possession of high degree of integrity and honesty, must be self-disciplined, emotionally stable, and able to make sound decisions based on good judgment/common sense;
7. Maintenance of required law enforcement certifications and licenses;
8. Demonstrated ability to communicate effectively with citizens and colleagues;
9. Demonstrated ability to use word processing , computer based incident reporting systems and other software / technology.

**WORKING CONDITIONS:** Requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength. Work is performed indoors and outdoors in all working conditions. Routine job activities require physical exertion involving sitting, walking, stooping, bending, pushing, pulling, kneeling, crawling, reaching, moving and lifting objects up to 50 pounds, including: high frequency of getting in and out of a patrol cruiser; sitting in a patrol cruiser for long periods; climbing stairs of up to 5 flights; routinely wearing equipment weighing several pounds; physically engaging with violent people as necessary to restrain them; walking and standing for long periods (hours) with no rest breaks; sprinting and foot chases; walking in crouched position and crawling on hands and knees while doing searches. Due to the nature of

this position, employee is exposed to serious physical danger. This encompasses degrees of physical force from moderate to extreme.

**REPORTS TO:** Chief or Sergeant

*adopted by S/B on 3/14/15*