



HINESBURG JOB DESCRIPTION COMMUNITY POLICE OFFICER

Department: Police

FLSA Status: Non-exempt Full-time Part-time

Reports To: Police Chief

Nature and Scope of Position

This position performs specialized law enforcement work, with an emphasis on community policing, for the Town of Hinesburg. Duties include prevention, detection and control of criminal activities, and assistance to the general public. This position exercises independent judgment and initiative, with work reviewed through reports, records and observation of results obtained.

The officer reports to the Chief of Police via chain of command.

Duties and Responsibilities

- Patrol Hinesburg by patrol vehicle; assist motorists, enforce traffic laws and investigate crashes.
- During assigned shifts, serve as primary law enforcement officer for the Town of Hinesburg and respond to all types of calls including burglaries, missing children, assaults, and robberies. Conduct criminal investigations.
- Make arrests for violations of law; gather evidence and prepare reports for court cases.
- Appear in Court to present evidence.
- Maintain appropriate records of activities.
- Interview crime victims, witnesses and suspects to obtain information.
- Serve subpoenas, arrest warrants, search warrants, and other legal documents related to criminal matters.
- Deliver emergency messages and death notifications to affected persons.
- Transport prisoners.
- May assist other law enforcement agencies in apprehending fugitives or other duties.
- Maintain equipment, vehicles, and weapons.
- Maintain effective relationships throughout the public safety community, including local, state, and federal authorities.
- Perform other duties as assigned by chief of police.

Requirements of Work

- Working knowledge of Vermont Criminal and Motor Vehicle Law, Vermont Rules of Criminal Procedure, and all town ordinances and policies pertaining to police work.

- Working knowledge of community policing and methods of investigating accidents and crimes, observing pertinent facts, and obtaining evidence.
- Ability to establish and maintain effective working relationships.
- Excellent judgment and personal integrity.
- Good physical condition.

Education, Training and Experience

- Must successfully complete training and certification requirements of the Vermont Criminal Justice Training Council.

Physical Demands / Work Environment

Duties are largely performed in the field, usually in a motor vehicle during an assigned shift of duty under all types of weather conditions. Duties require evening, night, weekend, and other irregular duty hours and overtime duty. Exposure to danger may occur in a variety of ways. Attendance at meetings, court hearings, trainings and seminars may be required. Incumbents will be required to wear a uniform and carry firearms during duty shifts. Emergency needs and Department priorities may result in interruption and/or cancellation of scheduled days off.

The following are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodations.

Physical Requirements:

- Seeing
- Color Perception
- Hearing/Listening
- Clear Speech
- Touching
- Dexterity Hand
- Ability to Move Distances Within and Between Facilities/Offices
- Climbing
- Ability to Mount and Dismount Equipment
- Pushing/Pulling
- Lifting (specify) 100 Pounds
- Carrying (specify) 100 Pounds
- Driving (local/over the road)
- Standing
- Sitting
- Typing

Mental Reasoning Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing- Complex
- Clerical
- Basic Math Skills

Analysis/Comprehension
 Judgment/Decision Making

Work Environment:

Stress
 Shift Work
 Works Alone
 Works with Others
 Verbal Contact w/Others Face-to-Face Contact
 Inside
 Outside Extreme Heat Extreme Cold
 Noise
 Mechanical Equipment
 Electrical Equipment
 Pressurized Equipment
 Moving Objects
 High Places Fumes/Odors Hazardous Materials Dirt Dust

Disclaimers:

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

THE TOWN OF HINESBURG IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.