

Position Title – Police Officer

Purpose

Under supervision, performs a wide variety of public safety and community care taking duties including; preserving the peace, protecting life and property, enforcing laws and ordinances, deterring and preventing crime, investigating criminal activity and providing public safety education. Duties will include focusing on identified crime problems and community needs to reduce crime and improve quality of life in that area, and to foster relationships with residents through Community Policing.

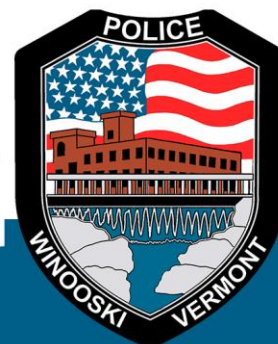
Funding Source

General Fund

Major Responsibilities¹

- Adheres to and actively promotes the goals, values and objectives of the department with the public and coworkers; promotes a positive, constructive work atmosphere; maintains harmonious working relations with co-workers; supports organizational change. Monitors environment and crime conditions of an assigned geographic area through the use of random patrol methods.
- Possess the ability to learn and apply modern police methods and techniques, State, Federal and City laws and ordinances, and City and Department policies and procedures.
- Possess the ability to recognize and understand and apply the statutory and judicial limitations of police authority, and the rights of all persons under the Constitution of the United States and the State of Vermont.
- Possess the ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations firmly, courteously and tactfully.
- Provides other assistance to the public consistent to the goals and objectives of the department.
- Possess tact, diplomacy, and ability to meet and communicate effectively both verbally and in writing with individuals, groups and organizations representing a wide diversity of education, background, ethnicities, cultures, opinions and beliefs.
- Maintains current knowledge circumstances, trends, practices, laws and legal decisions affecting the law enforcement profession and his or her area of responsibility; familiarizes self with current information relating to department operations and administration.
- Responds to incidents either assigned or observed as required.
- Provides assistance to sick, injured or destitute persons

¹ Major Responsibilities are the essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.



- Gathers relevant information at an incident to conduct a preliminary investigation.
- Ensures any personal property taken into custody is properly documented and secured.
- Maintains personal discipline and complies with all applicable laws, policies, procedures and sound police practices; promotes discipline among co-workers.
- Seeks to apprehend suspected law violators through the use of physical arrest procedures or citation procedures.
- Actively pursues suspected law violators using search and containment methods.
- Processes through the use of arrest and booking procedures both male and female suspected law violators, adults, and juveniles, who have been arrested.
- Enforces state and municipal traffic laws through the use of physical arrest procedures and citation procedures.
- Gathers information at traffic crash scenes to conduct preliminary investigations.
- Uses hand signals to direct traffic as necessary around accidents, objects in road, or at intersections when traffic signals are not working.
- Protects citizens from life threatening situations by the use of movement or protective cover.
- Prepares written communications in English and completes standardized forms.
- Complies with Department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers.
- Communicates by either verbal or written methods with persons either within or outside the Department to complete the task assigned.
- Appears in court and presents testimony.
- Maintain knowledge of:
 - public safety and security procedures and strategies to effectively enforce laws and protect lives and property
 - Federal, State and City criminal statutes, traffic laws and city ordinances and related departmental policies and General Orders
 - practices and procedures used in community policing
 - geographical locations in the City of Winooski
 - knowledge of applicable City and department policies, procedures, and regulations
- Maintain and regularly practice skills in:
 - CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
 - COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
 - JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
 - ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
 - RESOLVING CONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate



- ORGANIZATIONAL AWARENESS AND COMMITMENT – Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment
- SERVICE ORIENTATION – Actively look for ways to help people
- SOCIAL PERCEPTIVENESS – Be aware of others' reactions and understand why they react as they do
- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- PUBLIC SPEAKING – Make formal presentations before large or small audiences
- SPEAKING – Communicate information and ideas in speaking so others will understand
- ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand.
- MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
- STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
- PERSISTENCE – Persist in the face of obstacles on the job
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INITIATIVE – Demonstrate willingness to take on job challenges
- INTEGRITY – Be honest and avoid unethical behavior
- ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.



Minor Responsibilities (5%):

- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

Classified/Non-Classified:

Non-Classified

Position Type:

Full-time, Regular, Union, Non-Exempt

Compensation and Schedule:

Compensation outlined in the Fraternal Order of Police Contract Compensation is determined by the Agreement between the City of Winooski and the Fraternal Order of Police. This position is 40 hours per week. Assignment duty hours may be any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and holidays.

Emergency Response and On Call Requirements:

Regular response to emergencies is required.

Physical and Mental Requirements: These 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 City 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 accommodation.

- seeing
- hearing/listening
- clear speech
- touching
- lifting (specify 50 pounds)
- carrying (specify 50 pounds)
- pushing/pulling
- moving objects



- dexterity with hand and finger
- reading – moderate
- math skills – moderate
- writing – moderate
- analysis/comprehension – moderate
- judgment/decision making – moderate
- clerical
- inside – police facility environment
- works with others
- Outside – Exposure to outdoor weather conditions including extreme weather situations
- Driving
- Walking
- Other physical requirements determined by the VCJTC
- noise
- bending, kneeling, squatting
- sitting
- dirt/dust
- use of basic office equipment, including computers and peripheral equipment, personal computer, and mobile devices
- face-to-face contact
- verbal contact w/others
- standing
- contact with others via phone and email
- Exposure to hazardous or life threatening situations
- Ability to move distances within or between locations
- Use of equipment such as two-way radio, handcuffs, personal defense weapons, and specialized safety equipment

Reporting Structure:

Reports to: Sergeant Direct Reports: None Indirect Reports: None

Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications:

- Per state employment law, candidates must be at least 18 Years of age.
- High School Diploma or GED or equivalent combination of education and experience.
- Ability to pass entrance testing for the Vermont Police Academy
- Ability to maintain and regularly pass physical testing requirements
- Ability to obtain and maintain a Valid Driver's license
- Ability to interact with the public in a variety of situations
- Candidates with the following qualifications will be given preference in the hiring process:
 - An Associate's degree or higher level of education
 - Two years or more of Military service with an honorable discharge
 - Two years or more of previous law enforcement experience



Post offer Pre-Employment Screening:

Employment reference and Police Department conducted criminal background and DMV record check required. Please note that recent illicit drug use, felony, domestic violence, and sexual crimes convictions will disqualify individuals from position, regardless if the conviction occurs before or after employment begins.

Acceptance: I understand that this document is the basis for evaluating a position annually. Performance will be based on achieving these standards or on making significant progress toward these standards. Standards will be set annually during the performance appraisal process. I understand the content of this position description. I have a clear understanding of the expectations of my position.

Employee Print Name

Supervisor Print Name

Employee Signature

Supervisor Signature

Date

Date

Last Updated November 5, 2018

Job Title, Job Purpose, and Funding Source Approved by City Council

