	POLICY & PROCEDURES	No. 8.02
	Subject: **DEPARTMENT JOB DESCRIPTIONS (Full-time Officers and employees)**	
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POLICE OFFICER

SUMMARY

A Police Officer is required to efficiently perform his or her duties in conformance with the rules, regulations, policies, and procedures of the Edgartown Police Department.

General police duties shall consist of, but not be limited to, a number of activities necessary to insure the stability and safety of the community. A police officer is expected to perform essential tasks as defined by the Commonwealth of Massachusetts Division of Human Resources as well as:

- Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- Aid individuals who are in danger of physical harm.
- Facilitate the movement of vehicle and pedestrian traffic.
- Identify problems that are potentially serious law enforcement or governmental problems.
- Create and maintain a feeling of security in the community.
- Promote and preserve the peace.
- Provide other services on an emergency basis.

GENERAL DUTIES AND RESPONSIBILITIES:

The essential functions of a police officer are extremely wide and varied, but may be divided into the following broad areas of responsibilities:

- Exercise authority consistent with the obligations in the oath of office and law enforcement code of ethics. Remain accountable to officers of higher rank and promptly obey legitimate orders.

- Coordinate efforts with other members of the department so that an atmosphere of teamwork and common purpose prevails allowing maximum achievement of police objectives.

- Communicate to supervisors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.

- Prior to his/her tour of duty, ensure uniforms and equipment are in compliance with department standards.

- Respond punctually to all assignments.

- Assist all citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.

- Record activities during his/her tour of duty in the manner consistent with existing policy and procedure.

- Maintain weapons and equipment in a functional and presentable condition. Report damage or loss of equipment assigned to him/her immediately as prescribed.

- Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.

- Confer with court prosecutors and testify in court proceedings.

- Take police enforcement action, including custodial arrest, as appropriate in cases of violations of local ordinances, state laws or other controlling statutes within the jurisdictional boundaries of the Edgartown Police Department.

If assigned to operate a motor vehicle:

- Ensure that it is well maintained mechanically and that it is kept clean both inside and out.

- Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects or damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.

- Ensure that any assigned vehicle is clean and that no contraband or evidence is contained therein.

- Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy and procedures concerning use of the radios.

Perform such other duties as may be assigned or required:

- Review activity logs/reports concerning events that have taken place since his/her last tour of duty.

- Serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately when so directed by a supervising officer.

- Detect conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions and inform supervisors as soon as the situation permits.

- Patrol an assigned area, on foot, or by vehicle, perform proactive crime prevention and law enforcement. Police patrol should be structured to prevent identifiable patterns from developing. **Police patrol includes**:

- Apprehending persons violating the law or wanted by the police. This process of arrest includes searching the arrestee for contraband or weapons when appropriate; handcuffing the suspect; explaining the charges against the suspect; providing his/her legal rights and transportation to the police station or other facility as may be required. When touching any person, the officer should take whatever health precautions are necessary, including barrier protection to prevent the spread of any virus or disease.

- Being thoroughly familiar with the assigned patrol area. Such familiarity includes the knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. and conditions that contribute to crime should be reported.

- Completing detailed reports regarding the investigation of all crimes, vehicle accidents and other incidents requiring police attention as assigned or required in conformity with the procedures outlined in current directives for their accurate and complete preparation.

- Preserving crime scenes.

- Public assembly checks.

- Checking residences and business in the patrol area for signs of illegal activity.
- Observing and interrogating of suspicious persons.

- Conducting traffic duties, including assisting pedestrians and motorists; enforcing traffic and parking laws, use of visible and radar speed detection, determine status of operators' license, registration and compliance with other motor vehicle laws. Observe and evaluate drivers' capabilities to operate a vehicle and comply with traffic laws. When necessary, issue citation for motor vehicle infractions, explaining the laws and the operator's rights relative to the citation. Make arrests when necessary, and issue parking tickets.

- Investigating traffic accidents to include determining the status of the operator's license and vehicle registration; identify owners of the vehicle and the operators; interview persons involved and any witnesses; take precautions to protect the accident scene; and inventory any property or vehicles which are to be towed in accordance with department policy.

- Reporting traffic or street hazards and any other conditions that endanger public safety to the highway superintendent.

- Checking schools, parks and playgrounds.

- Responding to any public emergency.

- Preserving the peace at public gatherings, neighborhood disputes and family disturbances.

- Responding to situations brought to the officer's attention while in the course of patrol or when assigned. Render first aid, when qualified, to persons who are ill or injured. Assist persons needing police services.

- Remaining within the assigned patrol area throughout the tour of duty except when a police emergency as defined by policy necessitates a temporary absence, or when a supervising officer has issued authorization for a temporary absence.

- Directing and expediting the flow of traffic at assigned locations keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.

- Detecting traffic safety conditions which may endanger or inconvenience the public and report such conditions to proper authorities. Take measures to direct the flow of traffic in the area during periods of congestion. Officers directing traffic shall wear the prescribed high visibility clothing and equipment as required.

Investigative Responsibilities:

- Conduct thorough investigations of all offences and incidents within the

area of assignment and scope of activity. Collect evidence and record data which will aid in the identification, apprehension and prosecution of offenders, as well as the recovery of property.

- Properly mark, preserve, and secure all evidence and property coming into police custody.

- Conduct interviews and interrogations as appropriate to the investigation.

- Prepare affidavits, warrants and court complaints as required or appropriate.

SKILLS AND KNOWLEDGE

- Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same. Knowledge of Federal, State and Municipal laws and ordinances, and court decisions relative to police officer enforcement abilities and restraints. Ability to analyze situations quickly and objectively to determine the proper course of action to be taken. Ability to utilize self-defense techniques and equipment, restraining devices and firearms. Ability to operate a motor vehicle under routine and emergency situations.

- The ability to establish and maintain effective working relationships with other law enforcement agencies, town employees and agencies, fellow employees and the general public. Knowledge of the community geography and demographics. Ability to utilize computer equipment and sufficient keyboard skills to be proficient in report writing.

- The ability to project confidence, self-assurance and certainty to the public. Ability to project a neat, professional appearance to the public. Ability to communicate clearly, both verbally and in writing. Emotional stability and the ability to cope with stressful situations and confront hostile persons.

MINIMUM REQUIRED QUALIFICATIONS:

- Must be 21/yrs of age
- Possess and maintain a valid Driver's License
- Social security card
- High School Diploma or Equivalency Certificate
- Must pass Background investigation
- Possess and maintain a valid Massachusetts LTC
- Any officer hired after November 1, 1996 must comply with the wellness requirements defined in Mass General Law Chapter 31 s61A-61B.
- Must complete the basic recruit academy training standards as required by the MPTC.

- Must successfully complete a probationary period according to departmental standards.

ESSENTIAL FUNCTIONS:

- Physical capabilities sufficient to engage in confrontational arrest situations under a variety of circumstances.
- Physical capabilities to subdue attacking persons as well as the physical capabilities to chase apprehend and restrain individuals.
- Physical capabilities to aid citizens in emergency situations.
- The ability to enforce the law impartially and to make sound judgments under intense stressful conditions.
- The ability to communicate clearly and concisely in the English language, orally and in writing.

IN-SERVICE TRAINING:

- Must complete the in-service training standards as required by the MPTC.
- Qualify annually in CPR and as a First Responder.
- Qualify annually in the use of firearms and patrol rifle.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTE: All sworn full-time officers within the Edgartown Police Department, regardless of rank or assignment, must maintain the requirements of a Police Officer in addition to added duties or responsibilities.

POST: Continued employment is made contingent upon the law enforcement officer obtaining and maintaining their certification with the POST. Agencies may cite directly to G.L. c. 6E, § 4(g), which provides that, "No agency shall appoint or employ a person as a law enforcement officer unless the person is certified by the commission."

SUPERVISOR: SERGEANT OR OIC