



TOWN OF HAMILTON MASSACHUSETTS POLICE DEPARTMENT



Russell M. Stevens
Chief of Police

Phone: (978) 468-1212
Fax: (978) 468-1313

January 17, 2017

The Hamilton Police Department is seeking qualified applicants for the position of Part-Time Police Officer. Applicants for the position are responsible for the efficient performance of required duties in conformance with current rules, regulations and policies of the department

Part-Time Officers for this are paid an hourly rate of \$18.63 - \$22.18

Minimum requirements include a High School Diploma or Equivalency, associate's degree in Criminal Justice or a related field preferred, valid Driver's License, First Aid & CPR, and other certifications and training required as assigned.

Preference is given to applicants who have completed a full or part-time Massachusetts approved Municipal Police Training Academy.

If interested, please forward a cover letter and resume to the Hamilton Police Department at 265 Bay Road Hamilton MA, 01982, Attention Chief R.M. Stevens by February 17, 2017.

For More Information see attached job description.

265 Bay Road
Hamilton, Massachusetts
01982

TOWN OF HAMILTON, MA
RESERVE PATROLMAN

Department	Police
Reports to:	Sergeant
Position Status:	Non-Exempt
Weekly Hours:	Two shifts per month - on call
Salary Classification:	Grade 7

Position Summary/Purpose:

The purpose of this position is to perform responsible law enforcement duties, including patrol, investigation, traffic control, and a variety of other duties designed to preserve peace and order and to protect life and property in the Town. The Reserve Patrolman is required to exercise considerable judgment in performing police duties, and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs work independently and Reserve Patrolman must exercise independent judgment in meeting emergencies and determining lawful courses of action. May perform work without any backup support.

Supervision Received: Works under the general direction of the Police Sergeant. Follows procedures and policies established without direct supervision. All work is reviewed for conformance of proper and lawful procedures.

Supervision Given: None

Essential Job Functions:

(The essential functions or duties listed below 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.)

- Respond to all dispatched calls, scenes of crime, accidents and request for assistance from the residents and businesses, including domestic disturbances. Respond to neighbor complaints, such as with barking dogs, and perform well-being checks on seniors and the sick.
- Reduce the opportunities for the commission of crime through preventive patrol, arrests, summons and other measures. Patrol assigned area on foot, bicycle or by vehicle and conduct observations of businesses, residences and other establishments, physically checking doors and windows as needed. Identify situations that are potentially serious law enforcement or governmental problems.
- Aid individuals who are in danger of physical harm; comply with court orders.
- Create and maintain a feeling of security in the community; promote and preserve the peace.
- Assist with public safety incidents and preparedness; work with Town Fire, Dispatch and the Department of Public Works, as well as FEMA and State Agencies.

- Identify criminal offenders and criminal activity and violations of criminal laws; then initiate enforcement or corrective action. Exercise independent judgment in determining reasonable suspicion or probable cause. Participate in subsequent court proceedings and/ or work with prosecutors.
- Make arrest forcibly, if necessary, using proper police methods.
- Chase/return loose animals, including horses, cows, sheep, dogs, donkeys, etc.
- Prepare and maintain files of daily activity reports, incident reports and all required paperwork.
- Facilitate the movement of vehicular and pedestrian traffic. Direct traffic as needed; observe traffic flow for violations and issue warnings or citations to violators. May deploy traffic monitoring trailers, for speed.
- May conduct investigations of traffic accidents and crime scenes, and gather evidence. May interview complainants, witnesses and victims.
- Arrest, transport and process prisoners.
- Perform crowd control at parades, festivals or gatherings. Serve on details for community events, including school functions, equine events, road races, sports tournaments and private contractor events.
- Assist emergency personnel with moving subjects and removing accident victims to safety. Administer first aid or CPR when needed; serve as First Responder to medical emergencies.
- Perform various rescue functions during disasters, motor vehicle accidents or fire scenes.
- Make referrals to appropriate agencies for services not provided by police.
- Participate in training activities; topics include drug enforcement, trafficking, transporting, incidents, firearms, juvenile law, death scene investigation, and EMT/understanding medications, etc.
- Maintain equipment and weapons in good working order, including Breathalyzer, PBT, fire extinguishers, cameras and defibrillator units, as well as cruiser preventative maintenance.
- Maintain productive relationships and collaborate with all Town departments for the purpose of enhancing efficiency and productivity.
- Assist other Police departments when requested. Perform similar duties while assisting in mutual aid capacity for other Towns.

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development, including certification hours.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED; Completion of Intermittent Reserve Recruit Academy, sponsored by the MA Police Training Committee (MCJT). Associates Degree in Criminal Justice or related field preferred.

Special Requirements:

Must have and maintain: Valid Driver's License; MPTC Police Officer Certification; First Responder Certification –First Aid & CPR; Firearm recertification; other certifications and training required as assigned

Knowledge, Ability and Skill:

- Knowledge of the principles and practices of current approved police methods and procedures, including patrol, traffic, investigation and communications.
- Knowledge of customer service principles and practices.
- Knowledge of crisis intervention, victimization and domestic violence issues and techniques.
- Working knowledge of the Federal and State laws, municipal ordinances and regulations affecting policing, including the jurisdiction and nature of other local law enforcement agencies, and any changes to existing laws by SJC decisions or legislation
- Working knowledge of appropriate police facilities security, equipment and operations.
- Ability to analyze situations quickly and objectively to determine the proper course of action to be taken. Ability to utilize self defense techniques and firearms.
- Ability to operate motor vehicles under emergency situations. Ability to react calmly and think rationally in emergency situations. Ability to communicate effectively during emergencies in person, by radio or telephone.
- Ability to establish and maintain effective working relationships with various groups, individuals and a variety of constituencies, to promote the best possible delivery of policing services to the community;
- Ability to maintain detailed and accurate records; skilled in the use of relevant software, such as Microsoft Office, as well as software specific to reporting requirements.
- Strong verbal and written communication skills.
- Aptitude for working with and explaining policies and procedures to people.
- High level of customer service skills. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.
- Working knowledge of Hamilton geography to navigate around town effectively is helpful

Job Environment:

Work is performed in the police office, in a police cruiser, in court, and in all outdoor weather conditions. Work is performed under emergency circumstances. Work may be done without backup of other Town officers. Incumbent is exposed to job site hazards associated with traffic accidents, traffic control fumes, disasters and emergency situations; office noise levels are typically moderate; patrol and other outside noise may be very loud at times; some work is performed in emergency and stressful situations.

Requires the operation of police cruiser, firearm, hand tools, hand cuffs, baton, pepper spray, knife, flash light, radar, first aid and CPR equipment, and office equipment including a computer, telephone, fax, and copier to complete appropriate paperwork.

Makes frequent contact with citizens, victims, witnesses, criminals, emergency personnel, hospitals, state agencies, elder services, local merchants, vendors, Town staff, social services, court officials, and other police or law enforcement officials. Work requires excellent customer service and communication skills; contacts are in person, fax, email, in writing, by radio and by telephone.

Errors in judgment or omissions could result in delay in personal injury or loss; delays or loss of service, monetary loss and/or rework; injuries to other employees, damages to buildings and /or equipment and resulting legal impact or liabilities.

Has access to confidential information, including police records.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling		X		
Bending, pulling, pushing		X	X	
Other-Driving			X	X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X	X	
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic-siren)			X	X
Very Loud (jack hammer work)		X	X	

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)

- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

