

**TOWN OF HAMILTON, MA**  
**PATROLMAN**

Department	Police
Reports to:	Sergeant , Lt, Captain or Chief
Position Status:	Non-Exempt
Weekly Hours:	40 – subject to emergency call out
Salary Classification:	Grade

**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. These responsibilities are accomplished in accord with the policies, procedures, general and special orders, assignment requirements and other authorized or required departmental practices. The Patrolman 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 or with others must exercise independent judgment and initiative in meeting emergencies and determining lawful courses of action to enforce federal, state & town laws. Often performs work without any backup support.

*Supervision Received:* Works under the general direction of the Police Sergeant, Lt, Captain or Chief. 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.
- 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.
- 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. May serve as audio and video surveillance Officer.

- Aid individuals who are in danger of physical harm; comply with court orders. May serve as Initial Crisis Intervention Officer and mediator.
- Create and maintain a feeling of security in the community; promote and preserve the peace.
- Participate in community training and awareness offerings, including topics such as school safety, juvenile/parenting skills and drug/alcohol awareness.
- 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. May serve as Court Officer.
- 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. May serve as State Juvenile Files Records Management Officer.
- 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.
- Conduct investigations of traffic accidents and crime scenes, and gather evidence. Interview complainants, witnesses and victims. If serving as Detective, investigate incidents such as unattended deaths, sexual assaults and other crimes that require further investigation.
- Arrest, transport and process prisoners.
- Police Officers may be give one or more of a variety of assignments and special assignments offered within the Hamilton Police Department. These include, but are not limited to, assignments such as: Detective; Court Officer; Field Training Officer; Infectious Control Officer, fleet manager and Specialty Units.
- 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.
- Perform various rescue functions during disasters, motor vehicle accidents or fire scenes.
- Make referrals to appropriate agencies for services not provided by police.
- Perform various crime prevention programs or techniques. Implement bank plans, including annual updates, bank layouts, robbery policies and procedures, and employees.
- Participate in training activities; topics include drug enforcement, trafficking, transporting, incidents, firearms, juvenile law, death scene investigation, and EMT/first responder, etc. May instruct at the citizens police academy, and/or as a defensive tactics lead.
- 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.

**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 Associates Degree in Criminal Justice or related field. Completion of recruit academy, sponsored by the MA Police Training Committee (MPTC).

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.
- Solid 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.
- 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.

**Job Environment:**

Work is performed in the police office, in a police cruiser, in court, and in all outdoor weather conditions. Frequently works in a non-office environment, requiring exposure to weather conditions, including extreme hot and cold, Work is performed under emergency circumstances. Work is done often 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, flash light, radar, first aid and CPR equipment, and office equipment including a computer, telephone, fax, and copier to complete appropriate paperwork and all other assigned equipment.

Makes frequent contact with citizens, victims, witnesses, criminals, emergency personnel, hospitals, state agencies, elder services, local merchants, 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 in personal injury or loss; delays or loss of service, 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.)*

