



# Townsend Police Department

70 Brookline Street

Townsend, Massachusetts 01469

Richard B. Bailey  
Chief of Police

978-597-2242  
978-597-6214

## **Townsend Police Department Police Officer Job Description – Lateral / Experienced**

Under the general direction of the sergeants, the position of officer is responsible for the answering calls for service, problem solving with community members, engaging community members in crime prevention activities, attending community events, and working with other town departments, community stakeholders, and other public safety agencies to create a safe community. The officer is the front line of the Townsend Police Department.

Conducts motor vehicle stops to ensure community safety and investigates crimes. Applies all laws in a fair manner and books prisoners as needed.

Conducts routine check of local business, government buildings, and residences.

*Supervision Received:* Works under the direction of the lieutenant and in accordance with applicable Massachusetts State Laws, town policies and bylaws, and relevant local, state and federal regulations and standards.

*Supervision Given:* This position does not have any supervisory expectations.

### **Job Environment:**

As a police officer the individual is required to work under a variety of weather conditions and is expected to wear the appropriate uniform and equipment as per department requirements. The police officer operates a police cruiser, and must be proficient in all police equipment including firearms, along with police related software and computers, and other standard office equipment. In addition, the officer performs administrative work such as report writing in typical office conditions.

### **Essential 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.)*

Works carefully to be aware and have a clear understanding of the authority delegated to him/her for the performance of assigned duties and responsibilities.

Carries out all orders and directives from the sergeants and ensures that they communicate any questions related to the nature of any orders that affect them or their responsibilities to the sergeants.



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Keeps the sergeant informed of all significant events or developments which may affect the department or its personnel.

Provides input to the on equipment, training, policies, and operations as requested.

Participates in meetings with sergeants as requested.

Ensures all activity is logged into the CAD / RMS system.

Responsible for staying up to date on patrol procedures and collaborating with the sergeants to improve operations.

Performs similar or related work as required.

Completed yearly in-service training as required and participates in professional development training each year. all training and equipment databases are up to date.

## **Opportunities for Growth:**

The Townsend Police Department is committed to career development, and may offer specialized positions based on department needs to include:

Upon completion of the required certification, may serve as School Resource Officer (SRO) providing a safe learning environment, teaching classes, serving as a mentor to students, create a positive image of the department, work with the schools when at risk students are identified, maintain relationships between all the schools and the department. Liaison with other departments that are part of the North Middlesex Regional School District.

Upon completion of the required certification, may serve as a Field Training Officer (FTO) providing field training to new or lateral officers, providing instruction, mentoring, and oversight of officers during training patrols to ensure officers are prepared for solo patrols, ensures completion of all FTO requirements.

Upon completion of any required training, may serve on special teams of the North East Middlesex Law Enforcement Council.

Upon completion of required instructor certification course, may serve as a department instructor on topics ranging from operations, weapons, computers, patrol techniques, specialized programs, or other topics as identified.



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## **Minimum Qualifications:**

### **Education, Training, and Experience:**

A high school diploma or GED is required and a bachelor's degree preferred; graduation from the Massachusetts Criminal Justice Academy or ability to attain certifications through the exemption program within six months is preferred.

### **Special Requirements:**

Possession of a valid vehicle operator's license.

Possession of a license to carry a firearm.

## **Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of the principles and practices of police work, approved police methods and procedures, and best practices. Thorough knowledge of state and federal laws and regulation affecting police work. Knowledge of criminal law and techniques of criminal investigations. Knowledge of computer applications as they are used in police work. Knowledge of budgeting and fiscal control.

*Ability:* Ability to establish and maintain effective working relationships with, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to work in a high stress environment on a regular basis while remaining calm and serving the public. Ability to fairly and impartially apply laws during incidents. Ability to show compassion to community members. Ability to use police equipment properly. Ability to maintain confidentiality.

*Skills:* Skilled at interviewing victims and suspects and draw conclusions guided by law. Skilled at writing clear police reports. Skilled at linking individual crimes/events to solve problems. Skilled at presenting facts and technical information in a clear and understandable manner. Skilled at communicating effectively with members of the public, other department members, and dispatch. Skilled at managing multiple tasks and competing priorities.

## **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



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Incumbent must possess the ability to meet required physical standards of age, height, weight, and strength. Performance of work frequently involves standing, walking, and driving for long periods of time. Correctable vision and hearing required; close vision, distance vision, and ability to adjust focus. During emergencies may be required to run, jump, climb, stoop, crouch, kneel, and climb a ladder / fence / stairs. Operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing over 100 pounds.

*Revised November 8, 2017*