



TOWN OF ROYALTON, VERMONT

Position: Police Officer

Reports To: Chief of Police

Department: Police Department

Status: Hourly/Non-Exempt

Hours: 40 Hours/Week

Date: September 27, 2017

Approved: October 10, 2017

Position Function: The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Statement of Duties: A Police Officer is responsible for the investigation and enforcement of State Statutes, motor vehicle laws, local ordinances, and a variety of other tasks designed to preserve peace as well as order and at the same time protect the lives and property within the Town of Royalton, Vermont and surrounding jurisdictions within the State of Vermont, if necessary. This includes jurisdiction with “Inter-Municipal Policing Agreements” with the Town of Royalton. Police Officers shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies contained in the policies of the Royalton Police Department.

Police Officer Duties:

1. Perform patrol assignments for motor vehicle enforcement, crime problems, town ordinance violations and crime prevention measures throughout the Town either by foot or car
2. Enforce all State Penal Codes, Laws and Statutes as well as local ordinances
3. Answer both routine and emergency calls for service
4. Directs traffic, investigates accidents, issues citations for moving and non-moving violations of motor vehicle code and local ordinances
5. Assists public, provides emergency services at the scene of accidents, conducts accident investigations and files required reports in conformance with departmental regulations and statutory requirements; conduct follow up investigations
6. Conducts criminal investigations under direction and supervision of Police Chief
7. Conduct crime scene searches and collect physical evidence
8. Accountable for the identification, securing, documenting and proper transporting of all evidence and property coming into custody
9. Conducts a thorough initial and follow up investigation of all offenses and incidents assigned and encountered, following up with alleged victims with information and updates in a timely fashion
10. Enforce and serve court documents with the exception of civil court process documents
11. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately
12. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants
13. Attends court and provides evidence and testimony when required as part of the performance of duties
14. Act as mediator or assist in negotiating settlements in disputes between individuals or conflicting parties
15. Provides community policing, having a presence at large town functions such as graduations, high school events, Old Home Days and parades
16. Communicate effectively and clearly in both a written and oral form

- 17. Effective working knowledge of the department's computer systems
- 18. Maintains daily activity log
- 19. Handle all wild and domestic animal complaints
- 20. Performs other related work as required or assigned

Knowledge, Skills and Abilities:

- 1. Considerable knowledge of the Criminal and the Motor Vehicle code of the State of Vermont, established police procedures and techniques of criminal investigation
- 2. Skill in the use of firearms and other law enforcement weapons or systems
- 3. Ability to exercise discretion, develop and maintain cooperative relationships with other law enforcement officers and to communicate effectively with the public
- 4. Considerable skill with community relations and an ability to work well in local school and community systems
- 5. Able to remain calm in challenging and/or dangerous situations
- 6. Pass an extensive background check as well as a drug test; meet department's and Vermont Criminal Justice Training Council's (VCJTC) entrance standards on fitness, psychological and medical testing as well as a polygraph examination

Training and Experience:

- 1. Minimum High school diploma or equivalent; Associates Degree, military service, or an equivalent combination of work experience and credits is preferred and desirable
- 2. Certified as a Police Officer (minimum Level II or II-E) by the Vermont Criminal Justice Training Council (or out-of-state applicants may be an officer whose certification will transfer to Vermont in accordance with the VCJTC)
- 3. Minimum of one year of experience in patrol work and investigation preferable
- 4. Maintain a current valid Vermont driver's license, must be 21 years of age
- 5. Annual weapons certification and continuing education training requirements
- 6. Experience in working with multiple law enforcement and emergency management agencies in coordinated operations preferable

It is preferable to live within an approximate twenty-mile radius from the town with the flexibility to be available for night and/or day time call outs

I have reviewed this job description, and I accept the responsibilities of this position.

Royalton Police Officer Date

Royalton Police Chief Date

Selectboard Chair Date