

**STATE OF CONNECTICUT  
POLICE OFFICER STANDARDS AND TRAINING COUNCIL  
JOB DESCRIPTION**

**JOB TITLE: ENTRY-LEVEL POLICE OFFICER**

**GENERAL STATEMENT OF DUTIES:** Under regular supervision, performs basic law enforcement duties in accordance with the mission, goals and objectives of an employing law enforcement agency and in compliance with governing federal, state and local laws.

**ESSENTIAL FUNCTIONS AND TASKS:**

**A. Essential Function: Arrest and Detain Persons**

**Essential Tasks:**

1. Advise persons of constitutional (Miranda) rights.
2. Apprehend and place juvenile offenders in custody.
3. Arrest persons with a warrant.
4. Arrest persons without a warrant.
5. Execute arrest warrants.
6. Plan and organize service of arrest warrant.
7. Complete necessary forms and affidavits to obtain arrest warrants.
8. Request verification of warrants before execution.
9. Obtain arrest warrant and/or make proper return.
10. Exercise discretion (choice) in selecting appropriate police action.
11. Fingerprint suspects or prisoners taken into custody.
12. Observe persons in custody to determine whether they are intoxicated or in medical distress, mentally ill, retarded, etc.
13. Take mentally deranged persons into custody for their own protection or that of others.

14. Contact mental health resource (program, facility, etc.) to obtain help for disturbed person.
15. Book persons in custody by completing arrest and related forms.
16. Check individual making bail for outstanding warrants.
17. Examine physical condition/appearance of prisoners and/or persons in custody to assess need for medical attention.
18. Confer with prosecutor regarding or to obtain warrant authorization from judge.

**B. Essential Function: Protect Crime Scene and Collect Evidence and Information**

**Essential Tasks:**

1. Secure crime scene, i.e. establish security perimeter.
2. Analyze crime scene to determine need for specialist processing.
3. Collect evidence and property from crime scene.
4. Fill out forms to document chain of custody of evidence.
5. Examine evidence from crime scene to determine relevance.
6. Use drug test kit to test evidence.
7. Package (bag and tag) evidence.
8. Initial/Mark/Label evidence.
9. Initial/Mark/Label recovered property.

**C. Essential Function: Enforce DUI/Traffic Laws and Investigate Traffic Accidents**

**Essential Tasks:**

1. Administer field sobriety tests, i.e. Gaze NYSTAGAMUS, PBT, Standardized Field Sobriety Test, etc.
2. Arrest DUI or DWI suspects.
3. Complete DUI or DWI arrest reports.

4. Seize operator's license from motorist if blood-alcohol test is refused.
5. Inspect vehicles involved in accident to assess damage, cause, etc.
6. Search for and collect physical evidence at accident scene.
7. Control spectator access at scene of police incident.
8. Investigate accident to determine causes or factors contributing to an accident.
9. Collect facts of accident to determine charges.
10. Issue citation for violation in a traffic accident.
11. Determine point or area(s) of impact or point or area(s) of occurrence.
12. Hand sketch diagram of traffic accident.
13. Direct traffic at scene of accident investigation.
14. Follow agency procedures or state statutes to impound and inventory vehicles.
15. Identify and interview owners and others involved in traffic accident.
16. Locate and interview witnesses to traffic accidents.
17. Use measuring device to measure traffic accident scene, i.e. skid marks, etc.
18. Assess need for and organize emergency assistance for traffic accident (i.e. wrecker, ambulance, sand truck).
19. Take measurements at traffic accident scene (i.e. triangulation, baseline, etc.).
20. Arrest reckless operators.
21. Review/Consider facts of case and State Motor Vehicle Code to select most appropriate charge and/or enforcement action.
22. Make custodial traffic arrest.

**D. Essential Function: Operate Patrol Vehicle**

**Essential Tasks:**

1. Engage in high speed response driving in congested area.

2. Engage in high speed response driving off road.
3. Engage in high speed pursuit driving on open road.
4. Engage in high speed response driving on open road.
5. Operate patrol vehicle in driving rain.
6. Operate patrol vehicle on dirt/gravel covered road.
7. Operate patrol vehicle on ice/snow covered road.
8. Operate patrol vehicle at night.

**E. Essential Function: Execute Motor Vehicle Stop**

**Essential Tasks:**

1. Execute stop of motor vehicle and approach and talk to operator and passengers.
2. Observe operator's eyes, body movements, actions, etc. to evaluate his capability to operate vehicle.
3. Activate emergency equipment and direct violator vehicle out of moving traffic to execute traffic stop.
4. Direct offending vehicle out of moving traffic to execute felony stop.
5. Watch occupants of stopped vehicles to identify unusual or suspicious actions.
6. Execute felony motor vehicle stop.
7. Stop vehicles to investigate, warn or arrest occupants.

**F. Essential Functions: Conduct Search and Seizure**

**Essential Tasks:**

1. Conduct full search of arrested persons.
2. Conduct frisk or pat down.
3. Handcuff suspects or prisoners.

4. Search automobile under independent probable cause.
5. Search automobile incident to arrest.
6. Conduct warrantless search of premises or property in hot pursuit, with or without consent, incident to arrest, etc.
7. Seize contraband, weapons and stolen property from suspects.

**G. Essential Function: Use Physical Exertion/Force**

**Essential Tasks:**

1. Restrain unruly or violent individuals, remove from public areas and effect arrest if necessary.
2. Break up fights between two or more persons.
3. Use holds or devices to control or take suspect down.
4. Subdue physically attacking person.
5. Use weaponless defense tactics.
6. Subdue person resisting arrest.
7. Grip person tightly to prevent escape/control movement.
8. Disarm violent armed suspect.

**H. Essential Function: Use Deadly Force**

**Essential Tasks:**

1. Participate in firearms training.
2. Carry authorized firearm when off duty.
3. Clean and inspect weapon.
4. Discharge firearm in low light conditions, i.e. at night, in darkened room, etc.
5. Discharge firearm at person.

6. Discharge firearm from protective cover position.
7. Draw weapon to protect self or third party.
8. Detain person at gun point.
9. Clear malfunction of various firearms.
10. Reload firearms under combat conditions.
11. Fire weapon in dark environment while using flashlight.
12. Discharge shoulder weapons, i.e. rifle, shotgun, etc.

**I. Essential Function: Conduct Initial Investigation of Various Crimes and Events**

**Essential Tasks:**

1. Administer cardio-pulmonary resuscitation (CPR).
2. Administer mouth-to-mouth resuscitation.
3. Apply basic first aid to control bleeding.
4. Apply basic first aid to treat for amputations.
5. Apply basic first aid to treat for diabetic reaction.
6. Apply basic first aid to treat for electric shock.
7. Apply basic first aid to treat for gunshot wounds.
8. Apply basic first aid to treat for heart attack.
9. Apply basic first aid to treat for stabbing or puncture wounds.
10. Apply basic first aid for choking, i.e. Heimlich Maneuver.
11. Help evacuate areas endangered by explosive or toxic gases, liquids, or other spilled materials.
12. Place barricades on roadway to protect or secure area, vehicle, etc.
13. Recognize signs of suicide risk in prisoner/arrested person.

14. Talk with persons attempting to commit suicide to get them to delay or stop their attempt.
15. Use protective gear to prevent contact with infectious diseases, blood-borne pathogens, etc.
16. Put on and take off emergency protective gear, i.e. breathing apparatus, gown, gloves, etc.
17. Observe individual to recognize signs of mental illness.
18. Take control of publicly intoxicated/disruptive person.

**J. Essential Function: Conduct Initial Investigation of Various Crimes and Events**

**Essential Tasks:**

1. Interview complainants, witnesses, etc.
2. Listen closely to interviewee, suspect, etc. to ensure full understanding of person's words.
3. Conduct neighborhood canvass to collect crime-related information.
4. Conduct intelligence activities, i.e. computer checks, backgrounds, on known or suspected offenders.
5. Conduct field or scene one-on-one "show-up" with victim or witness to identify a suspect.
6. Talk with law enforcement personnel to obtain or provide assistance in investigations and to exchange information.
7. Interrogate/Interview suspects.
8. Recognize and define elements of individual criminal charges.
9. Conduct initial investigations of various criminal and non-criminal events.

## **K. Essential Tasks: Write and Read Reports and Other Documents**

### **Essential Tasks:**

1. Write in-depth narrative reports containing complete sentences and paragraphs (i.e. investigative reports, supplemental/follow-up reports).
2. Prepare arrest-related paperwork, i.e. Prosecutor's Report, Custody Form, Officer's Statement, etc.
3. Write down sworn confessions or other sworn statements from suspects, victims, and witnesses.
4. Describe in written form the location of physical evidence at scene.
5. Summarize in writing the statements of witnesses and complainants.
6. Read reports, legal papers, etc. to maintain knowledge of law enforcement work.
7. Read court and legal papers to determine meaning and proper law enforcement response, i.e. domestic violence orders, restraining orders, etc.
8. Read/Review warrants and affidavits to ensure completeness and accuracy.
9. Record in writing the circumstances related to issuance of traffic citation.
10. Conduct legal research in state and local laws, etc. to determine proper charges or practices.
11. Read and comprehend Department Policy and Procedure and apply same to law enforcement practices.
12. Fill out affidavits and reports to document citizen's complaint.
13. Write field notes to record actions, interviews, etc.

## **L. Essential Function: Present Evidence and Testimony**

### **Essential Tasks:**

1. Confer with prosecutor prior to testimony regarding case.
2. Read/Review case reports and notes to prepare for court testimony.



3. Present evidence and testimony in legal and administrative proceedings, i.e. Preliminary Hearing, Trial, Grand Jury, etc.

**M. Essential Function: Intervene in and Resolve Human Relations Problems/Conflicts**

**Essential Tasks:**

1. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
2. Enforce restraining/protective order under Connecticut Domestic Violence Law.
3. Use voice and words to calm a situation, send message, etc.
4. Talk with families of juvenile suspects or defendants to advise, notify, counsel, etc.
5. Control hostile groups (i.e. demonstrators, rioters or bar patrons, social gatherings).
6. Speak confidently to project control, self assurance, etc.
7. Maintain control of oneself as many people speak to you simultaneously.
8. Maintain personal calm to prevent making situation worse.
9. Offer alternatives to resolve conflict between disputants.
10. Use body language to project control and influence situation.
11. Observe person's body language to assess attitude, intentions, etc.
12. Use voice commands to project control and direct action.

**N. Essential Function: Perform General Patrol Duties**

**Essential Tasks:**

1. Use flashlight, illuminated baton or hand signals to direct traffic.
2. Look for and identify suspect vehicle by color and description.
3. Observe moving vehicles to identify possible criminal activity, i.e. Drug Profile.

4. Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.
5. Inspect patrol vehicle for weapons and contraband (i.e. before and after prisoner transport).
6. Smell and investigate unusual odors.
7. Monitor department radio communications to stay aware of police activity.
8. Observe crowds at large gatherings (i.e. concerts, fairs, athletic events, strikes) to detect problems or illegal activity.
9. Perform law enforcement duties in all weather and temperatures.
10. Speak to hostile groups to quiet them.
11. Transport prisoners.
12. Describe persons to other officers (i.e. suspects, missing person).
13. Prepare request for emergency evaluation of individual.
14. Direct actions of law enforcement or public service personnel arriving to assist.
15. Guard arrested persons outside of detention facility.
16. Respond to and control scene involving barricaded subject.
17. Conduct field interview of suspicious person.
18. Investigate suspicious vehicle.
19. Maintain courteous relationship with citizens to foster positive relationship.
20. Behave in a positive and fair manner to develop and maintain trust relationship with citizenry.
21. Use police radio equipment to communicate.
22. Search for person in darkened building or environment.
23. Hold flashlight while performing various law enforcement duties.

**EQUIPMENT USED TO PERFORM OR IN  
PERFORMANCE OF ESSENTIAL TASKS**

1. Automobile
2. Body Armor (hidden vest, exterior vest)
3. Breathalyzer/Intoximeter
4. Business Directory
5. Pepper Spray
6. Car door lock opening device
7. Drug and Narcotic I.D. Field Kit
8. Side-handled baton, i.e. PR-24
9. Fire extinguisher agents
10. Gasoline Pump
11. Blood-borne pathogen protection equipment
12. First Aid Kit
13. Road Flares
14. Flashlight
15. Flexi-cuffs
16. Handcuffs
17. Hand-held police radio (Walkie-Talkie)
18. Manual traffic control device
19. Public Address System
20. Traffic Cones

21. Alley light
22. Radar unit
23. Semi-automatic pistol
24. Shotgun
25. Spotlight
26. Stationary computer terminal
27. Police vehicle radio equipment
28. Typewriter
29. Suspect ID camera
30. Print roller
31. Lights and sirens
32. Marking chalk
33. Rubber gloves
34. Tape measure
35. Barrier tape
36. Ballistics body armor
37. Ammunition/magazine/clip
38. Weapon cleaning equipment
39. Fluorescent vest
40. Mug shot camera, i.e. Polaroid
41. Telephone equipment