

Town of Middlebury
Job Description

Title: Patrol Officer

Date: September 1, 2004

Department: Police

Reports To: Police Sergeant

Definition and Distinguishing Characteristics

The patrol officer is the “backbone” of the police department and is primarily responsible for carrying out the mission of the department. The patrol officer uses authority, skills, and knowledge to improve the quality of life in Middlebury through activities that reduce crime and disorder, improve highway safety, and assist those in need.

Work is performed in accordance with department values, rules, and regulations as well in conformance with local, state, and federal laws, established standards and precedents.

Work involves the prevention and detection of crime and disorder; interdiction of criminal activity; investigation of crimes, accidents, and other activities; service of criminal and civil process; analysis of crime and disorder; taking persons into custody; taking enforcement actions; working with people to reduce problems of crime and disorder; and other duties as required to fulfill the mission.

Work involves significant element of personal danger and risk.

Working Conditions

Work is generally performed on five (5) eight-hour shifts per seven (7) day period as assigned, irrespective of holidays and weekends. Shifts are staffed to ensure 24 hour, 7 day a week uninterrupted police coverage. Work involves considerable public contact, both adversarial and cooperative in nature. Work involves exposure to confidential information, protected by various laws and codes of ethics. Most work is performed with little supervision, relying on the patrol officer’s training, skills, and initiative. The patrol officer must be able to exercise considerable judgment, flexibility, and discretion in performance of duty. Performance is evaluated by the sergeant.

Knowledge, Skills, and Abilities – Essential Tasks

Basic Tasks and Abilities

- Ability to perform duties without restriction in daylight, dusk, and darkness; ability to perform shift work as assigned in any 24-hour period
- Ability to remain standing for long periods of time in a variety of environments

- Ability to remain seated for long periods of time
- Ability and sufficient dexterity to maneuver and perform duties in confined areas; to climb and maneuver about a variety of obstacles
- Ability to move unaided with sufficient speed and stamina to overtake and control a fleeing person or to render aid
- Ability to train and use a variety of personal defensive tactics and control techniques
- Ability to subdue and restrain aggressive, combative, persons
- Ability to routinely carry up to fifteen (15) pounds of equipment arrayed on a belt
- Ability to move and carry weight in excess of 100 pounds
- Ability to extricate and move a conscious or unconscious adult, unassisted, a reasonable distance
- Ability to withstand sustained exposure to all climatic and weather extremes

Cognitive and Psychological Abilities and Tasks

- Ability to learn and apply legal principles and practices
- Ability to read, write and speak the English language fluently and properly
- Ability to make observations, objectively evaluate them, and take appropriate action.
- Ability to make immediate decisions in dynamic, stressful environments
- Ability to organize facts and information and prepare written reports
- Ability to retain information under a variety of dynamic and static conditions
- Ability to remain mentally focused, alert, and attentive during a variety of dynamic and static duties
- Ability to control emotions during high stress events

- Ability to remain courteous and composed during contentious encounters
- Ability to maintain self control, composure, and presence of mind during aggressive and dangerous encounters
- Ability to organize and compile facts, analyze them, and use them to reach a conclusion or develop a coherent plan of action

Tangible Tasks

- Ability to operate computer equipment, keyboards, and related communication and office equipment
- Ability to operate speed monitoring equipment
- Ability to properly use restraints and control tools
- Ability to deploy and use chemical agents
- Ability to use camera equipment
- Ability to use 2-way radio and telephone equipment and to speak in clear, well modulated tone of voice
- Ability to use breath testing equipment
- Ability to properly control and use lethal and non-lethal weapons
- Ability to operate and control a motor vehicle in a dynamic environment, both routine and emergency driving
- Ability to wear protective breathing equipment
- Ability to wear protective equipment such as protective helmets, chemical and heat resistive clothing, impact and ballistic resistant clothing, rain and cold weather clothing and protective footwear.
- Ability to wear soft body armor routinely

Sensory Tasks

- Ability to speak clearly with sufficient volume to communicate to an individual and to large group
- Ability to hear, interpret, and evaluate a variety of sounds at a wide range of levels

- Ability to detect subtle movements, differentiate colors and shades, provide accurate physical descriptions of observations to others as well as search based on physical descriptions.
- Ability to move about for long periods of time, unaided, on foot.

General

- Work includes periodic assignment to dispatch duties, the job description of which is incorporated by reference.
- Perform other tasks and duties as required to fulfill the operating needs and mission of the department.

Minimum Requirements

- Graduation from a standard senior or vocational high school; college and/or military experience preferred
- Possession of a valid drivers license
- Ability to attain certification as a Police Officer in the State of Vermont
- 18 years of age
- Non-user of tobacco products
- Physically Fit
- Good moral and ethical background with reputation for integrity and working cooperatively with others.