

**TOWN OF WILTON**  
**POLICE OFFICER – FULL-TIME**

**DEPARTMENT:** Public Safety

**GRADE:** 10

**CLASSIFICATION:** Non-Exempt - Hourly

**Job Summary**

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Reduce the opportunities for the commission of crime through preventative patrol and other measures.
- Aid people who are in danger of physical harm.
- Facilitate the movement of vehicular and pedestrian traffic.
- Identify problems that are potentially serious.
- Create and maintain a feeling of security in the community.
- Promote and preserve the peace.
- Provide other emergency services.

The police officer position is non-supervisory. Police officer duties are performed on an assigned shift under the general guidance of the Police Chief or his designee. Police officers may be assigned temporary supervisory duties as is authorized by Wilton Police Department Rules and Regulations Policy or whenever expressly sanctioned by the Chief.

**Supervision Received**

Works under the general supervision of the Chief of Police who outlines general policies, assigns duties, reviews work for conformance with required standards and evaluates work in terms of effectiveness of results.

**Examples of Essential Duties**

- Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders. Where orders conflict, consult RR: 1-3. G-d.
- Coordinate efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.

- Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
- Respond punctually to all assignments.
- Acquire and record information concerning events that have taken place since the last tour of duty.
- Record activity during tour of duty in the manner prescribed by proper authority.
- Maintain weapons and equipment in a functional, presentable condition.
- Assist citizens requesting assistance or information.
  - Courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.
- Be accountable for the securing, receipt and proper transporting of all evidence and property coming into custody.
- Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
- Serve or deliver warrants, summonses, subpoenas and other papers, promptly and accurately when so directed by a superior officer.
- Confer with court prosecutors and testify in court.
- Accomplish other general duties as they are assigned or become necessary.
- Perform such other duties as may be assigned by the Chief.
- Cooperates with the efforts of other law enforcement agencies.
- Specific duties and responsibilities – preventative patrol:
  - Patrol an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
    - Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The locations of fire boxes, telephones and other emergency services should be noted.
    - Apprehending persons violating the law or wanted by police.
    - Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports.
    - Preserving any serious crime scene until the Chief of Police or officer assigned to investigate arrives.
    - Public assembly checks.
    - Building security checks.
    - Observing and interrogating of suspicious persons.
    - Issuing traffic citations.
    - Being alert for and reporting fires.
    - Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
    - Checking of schools, parks and playgrounds.

- Responding to any public emergency.
- Conduct a thorough investigation of all offences and incidents within the area of assignment and scope of activity.
- Collect evidence and record data, which will aid in identification, apprehension and prosecution of offenders, as well as the recovery of property.
- Be Alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventative action to correct such conditions, and informs superiors as soon as the situation permits.
- Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.
- Remain in an assigned area throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the senior police officer on duty or the dispatcher has issued authorization for temporary absence.
- Patrol area giving particular attention to and frequently rechecking locations where the crime hazard is great. A patrol officer shall strive not to patrol an area according to any fixed route or schedule, but shall vary their patrol, alternate routes frequently and backtrack to avoid creating a predictable pattern that can be easily identified and taken advantage of.
- Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public with the patrol area.
- Concerning a patrol vehicle:
  - See that it is well maintained mechanically and that it is kept clean both inside and out.
  - Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the Chief and complete a report explaining damage before going off duty.
  - Remove the keys and lock the doors whenever the patrol care is left unattended for any reason.
  - Use only vehicles assigned by the Chief, Lieutenant or Sergeant on duty.
  - Operate the radio in line with FCC regulations and current departmental procedures.
  - Ensure that the assigned vehicle's gas tank is full and check fluid levels before completion of each tour of duty.
  - Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.

- Specific duties and responsibilities – traffic patrol:
  - Take measures to direct the flow of traffic in the area during periods of congestion.
  - Notify the Chief if more than a temporary absence from regular duties is required.
  - Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
  - Enforce the parking ordinances and motor vehicle laws in patrol area.
  - Be alert for traffic safety conditions which may endanger or inconvenience the public and report such conditions to the Chief of Police.
  - Respond immediately when called from a traffic post to render emergency police service.
- All other duties as required.

#### **Knowledge, Skills and Abilities Required**

Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles; some knowledge of the fundamental principles of adolescent psychology; some knowledge of police investigative techniques and techniques identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully, ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms; possession of physical ability and endurance; skill as a public speaker; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public.

#### **Minimum Qualifications Required**

A two (2) year college degree is preferred but not required, a valid driver's license, a high school diploma or GED, and evidence of responsible life and work experience.