

TOWN OF BERLIN POSITION DESCRIPTION

Title: Reserve Police Officer

Definition:

Performs same duties and responsibilities as a regular full-time police officer when assigned to patrol duty by Police Chief or his designee. Responsible for efficient duties in conformance with the Rules, Regulations, and Policies of the Police Department. Related work as required.

Supervision:

Works under the policy direction of the Board of Selectmen and administrative direction of Police Chief in accordance with provisions of the General Laws.

Job Environment:

The job environment characteristics described here are representative of those an employee will encounter performing in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly responsible duties requiring independent judgement in the enforcement of Statute Law and Town By-Laws. Contacts with general public requires considerable persuasion and discretion.

Has access to confidential information the disclosure of which could have serious legal and/or personal repercussions. Errors could be costly in terms of decreased or less efficient protection of persons and property and/or have direct financial and legal repercussions for the Town. Work is performed in the field under varying weather conditions with more than normal physical effort required and with constant exposure to conditions affecting personal safety.

Essential Duties and Responsibilities:

Operate Police Cruiser on routine patrol, responds to all calls assigned to his/her sector. Assists other Officers when needed.

Identify Criminal Offenders and Criminal activity and when appropriate apprehend offenders and participate in subsequent court proceedings.

Reduce the opportunity for the commission of crime through preventive patrol and other measures. Aid individuals who are in danger of physical harm. Create and maintain a feeling of security in the Community. Promote and preserve the peace. Facilitate the movement of vehicular and pedestrian traffic.

Provide other emergency services as needed. Services residents, employees, vendors on the telephone or in person to provide general information in a courteous and professional manner.

Recommended Minimum Qualifications:

Graduation from High School or G.E.D. Attend Massachusetts Criminal Justice Training Council, 14 week Reserve Officers course, current in CPR and First Responder, and qualified in firearms according to standards established by the Chief of Police.

Special Skills or Experience:

Ability to communicate clearly, orally and in writing in a tactful way. Thorough knowledge of the rules, regulations, laws and ordinances governing or prescribing local daily police work; working knowledge of state laws and other appropriate laws. Possession of a Class 3 Massachusetts Motor Vehicle Operator's License. Training and qualification in the use of handguns. Must maintain all certifications according to established Mass Criminal Justice requirements.

Physical Requirements:

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

Moderate to strenuous effort occasionally required in performance of work at emergencies which require long periods of time walking or standing. Must be capable of subduing a prisoner through the use of proper techniques. Must be able to lift equipment or persons up to 125 pounds. Physical agility required to access sites for investigative purposes. At emergency scenes, may be required to stoop, kneel, crouch, crawl, reach with hands and arms and climb and balance on ladders. Ability to operate standard office equipment including computer and view computer screen. Ability to operate a variety of police tools and equipment including vehicles. Must be able to pass and maintain a score acceptable by the Commonwealth of Massachusetts for qualifying with required weapons, including but not limited to pistol and shotgun.

APPROVED 7/2001

The duties listed above 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. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the position change.