

**TOWN OF ESSEX
POSITION DESCRIPTION**

Title:	POLICE OFFICER (Part Time)
Department:	Police Services and Harbor Patrol
Classification:	Hourly Staff, Non-Exempt
Position Definition:	Performs patrol, investigative, office administrative and special duties in enforcing local, state and federal laws; provides information to prevent criminal activities and to maintain public safety; may supervise special and temporary security officers.
Supervision Received:	Receives general and task supervision from the Resident State Trooper and State Police Sergeants; works independently within assignment.
Supervision Exercised:	May supervise special and temporary security officers or special constables.
Examples of Essential Duties:	<p>Patrols Town of Essex in patrol car or police bicycle to deter crime or disturbances of peace, and to enforce criminal and motor vehicle laws. Studies assigned patrol area. Learns of special security needs, vehicle and roadway conditions, and potential trouble spots. Notes suspicious persons and establishments. Performs traffic and crowd control services at special Town events.</p> <p>Directs traffic at scene of accidents, fire or other disturbances. Renders first aid at accidents and investigates causes and results of accidents. Photographs and/or diagrams an accident or crime scene as necessary to complete investigation.</p> <p>Carries out investigations to prevent crimes or to solve criminal cases. Examines scenes of crimes to secure clues and gather evidence. Investigates suspicious persons and questions witnesses. Arrests or assists in arrests of criminals or suspects. Searches prisoners for weapons, contraband, illegal drugs, or other harmful materials. Transports prisoners to detention facilities or to court.</p> <p>Prepares assigned cases for court presentation according to established procedures. May appear before court and/or grand jury. Prepares information for warrants. Serves warrants as necessary. Coordinates activities with court personnel, including prosecutor's office and administrative clerks.</p> <p>Prepares incidence reports, establishes and maintains files on patrol, investigation and administrative matters. Prepares narrative and statistical reports for supervisor and for reporting jurisdictions.</p> <p>Must immediately report any incidence of suspected child or elderly abuse or neglect. Coordinates activities with Department of Children and families, school, health, social service agencies or Town departments in neglect or abuse cases.</p> <p>Prepares periodic narrative and statistical reports for supervisors. Attends Town board or Commission meetings as necessary to report on police activities or to respond to community concerns.</p> <p>Must possess the ability to provide a high-level of customer service to the public and to effectively interact with co-workers.</p>
Examples of Incidental Duties:	<p>May be assigned to bicycle patrol and/or marine patrol if certified. Enforces laws regarding boating and other marine activities.</p> <p>Coordinates activities with other Town departments, including Animal Control, Public Works, Board of Education, and Public Health; works closely with Police personnel in surrounding towns.</p> <p>Provides travel directions and assists members of the public in any manner possible. Assists members of beach patrols or other security services.</p>

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Minimum Qualifications Required:	Graduation from High School or equivalent. An Associate's or Bachelor's degree in Criminal Justice, Police or Public Administration or a related field is desirable. Must be able to possess and maintain a valid Connecticut Motor Vehicle Operator's license. Must meet rigorous physical, legal and ethical standards, including a personal history devoid of any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence.
Knowledge, Skills, and Abilities:	Must have the ability to acquire a working knowledge of criminal law and procedures. The ability to apply principles of logical or police investigation techniques to define problems, collect data and information. The ability to establish facts and draw valid conclusions must be initially acquired during a working test period and continue throughout employment. Must be able to interpret a variety of instructions in written, oral or diagrammatic form. Must be able to condense a variety of information into concise and clear written reports. The ability to speak before a group of people with poise, voice, control and confidence is desirable. For Marine Patrol assignment must have a working knowledge of boating laws. Previous maritime experience, including small boat operation, is desirable.
License or Certification:	Connecticut Motor Vehicle Operator's license. For permanent appointment must be Connecticut P.O.S.T.C. certified. For Marine Patrol assignment must possess valid safe boating certificate.
Physical, Mental Exertion/Environmental Conditions:	Exposure to high level of stress related to duties involved in a public safety program including criminal investigations, highway patrol, and public contact. Physical exertion related to visits to crime scenes, foot and vehicle pursuits, shift patrols, and intermittent exposure to computer screen. Exposed to blood and/or bodily fluids, which may present a threat to physical health. Must exercise extreme caution at all times due to the hazardous nature of the job.
Note:	The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility.