



# TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761  
NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

[townmanager@weathersfield.org](mailto:townmanager@weathersfield.org)

**DEPARTMENT:** Police

**POSITION:** Full-Time Police Officer

**CLASSIFICATION:** Full time, Hourly

**REPORTS TO:** The Police Chief

## **WORK HOURS:**

This position is a non-exempt hourly position that is expected to work up to 40+ hours per week. However, hours will vary depending upon the needs of the municipality. The normal workweek as assigned by the Police Chief may include overtime work, nights and weekend shifts.

## **OBJECTIVE/PURPOSE**

The Town of Weathersfield is a dynamic organization, in which all employees are encouraged and expected to innovate and adapt to our ever-changing environment. Every position within the Town is expected to be a leader within our organization, as well as in our community. Through collaboration and teamwork all positions within our organization will be a part of making our community better.

A Police officer for the Town of Weathersfield is expected to provide a safe community for the residents by reducing crime, taking a proactive approach to policing, and by building trust within our community. Therefore, maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations through high visibility policing is indispensable.

## **Supervision Received**

Works under the direction of the Police Chief.

## **Supervision Exercised**

No direct supervision responsibilities.

## **DUTIES AND RESPONSIBILITIES**

- Responds to and attempts to resolve difficult and sensitive citizen inquiries and complaints.
- Responds to emergencies to provide assistance, apprehend criminal suspects, maintain public order and security, administer first aid.
- Maintains a working knowledge and ensures compliance with all local, state and federal statutes and regulations.
- Maintains effective communications with the Police Chief, other Town employees and officials as well as the public, ensuring that all interactions are friendly, courteous and helpful.
- Interacts with the Vermont State Police, police departments of other Vermont and New Hampshire municipalities and other law enforcement agencies in a manner that fosters co-operation in the provision of police services.
- Ensures effective and timely response to requests and concerns expressed by the public.
- As requested by the Chief, may assist in developing and implementing outreach programs in schools and the community as a whole to educate the public about issues including, but not limited to, drug and alcohol awareness, bicycle or motor vehicle safety, neighborhood safety improvements, etc.
- Records facts to prepare reports that document incidents and activities.

- Responsible for meeting all recordkeeping requirements including preparation of clearly written reports in a timely manner.
- Should reside no more than 30 minutes travel time under normal highway conditions from Town.
- By virtue of the nature of the job, the Full-Time Police Officer is always on call.
- This position may require working hours beyond what is considered an average work day/week.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to interpret and apply a wide variety of local, state and federal laws and standards.
- Ability to keep organized and accurate records and perform similar technical/clerical tasks.
- Ability to work in a fast paced, potentially stressful and/or dangerous environment, while being able to maintain a professional and courteous attitude.
- Must demonstrate excellent judgment, decision making, customer service, and written and verbal communication skills.
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
- Must be able to read, comprehend and follow complex written and verbal directions and instructions.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to engage in all required safety and other appropriate training.
- Must be willing to receive and apply constructive feedback.

### **RECOMMENDED EDUCATION AND TRAINING**

- High school diploma required
- Valid Driver's License and clean driving record are required;
- Certification as a Vermont Law Enforcement Officer.
- Completion of minimum standards and training requirements established by the Vermont Criminal Justice Training Council.
- A minimum of 2 years' experience as a police officer or combination of equivalent experience recommended.

### **TOOLS/TECHNOLOGY**

- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.
- Ability to quickly learn and effectively use software programs including MS Office

### **PHYSICAL AND MENTAL DEMANDS**

- Be in good physical condition, possessing strength, dexterity, and good vision.
- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lifts or moves up to 100 pounds to waist level.
- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Dexterity and visual acuity needed to safely drive and operate issued equipment.

- Driving a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must have ability to stand and work over uneven or slippery terrain is required.
- Must be able to go from sedentary driving position to manual labor and vice versa.
- Must be able to work while: kneeling, bending, crouching, crawling, constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent climbing up and down, and frequent grasping.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must have good hearing and speaking abilities to communicate with others in person, over the phone, radio, etc.
- Must be able to respond immediately to vehicle horns and voice communication.
- Ability to remain composed in high pressure situations.
- Must possess sufficient physical resources to stay alert, focused, and functional after extended tours of duty, rotating shifts, and repeated rapid changes from sedentary activity to strenuous physical activity.
- Put on and wear division issued uniform and all associated equipment when needed, including a dress blouse and Sam Browne belt.

**WORK ENVIRONMENT/CONDITIONS**

- Most work occurs in vehicles, outdoors on municipal roads, or in an office setting.
- Overtime may be required with variable work schedules, including nights and weekends.
- Exposure to sun, rain, snow, ice, heat, cold, and other extreme weather conditions for long periods.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Exposure to biting insects, plants and other wildlife.
- May be exposed to dust, fumes, drugs, biohazards or other chemicals
- May be exposed to blood or other bodily fluids, drugs, or other physical hazards
- May be exposed to morbid, dangerous, and other mentally and physically stressful situations

**DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.

**TERMS OF EMPLOYMENT**

This position is hired by the Town Manager after interviews, satisfactory reference checks and a drug test. This position has a one-year probationary period as a condition of employment. A final offer of employment is contingent upon passing a drug test and pre-employment medical exam.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Weathersfield is an Equal Employment Opportunity employer.

This job description is not an employment contract nor is it a promise of work for any specific length of time.

**SIGNATURES**

**Employee Acknowledgement**

I have received and understand the requirements, essential functions and duties of this position.

\_\_\_\_\_

Employee Signature

Date