

Patrol Officer
Town of New Milford

New Milford Police Department is seeking candidates for patrol officer position. We are accepting applications for both Certified Officers as well as Entry Level. Salary up to \$74,481.00. Benefits included. H.S. Diploma or GED required. The next scheduled written test is April 20, 2019. For further testing details; visit www.policeApp.com. Application deadline is April 12, 2019 at 4:00pm. EEO. See full job description below.

TOWN OF NEW MILFORD
JOB DESCRIPTION
Police Department
Police Officer/ Union – Non-Exempt

General Statement of Duties:

Performs duties as a police officer. Responsible for the protection of life, property, and crime prevention. Apprehend criminals, provide general public service and enforcement of laws and ordinances. Must be able to act without direct supervision and exercise independent **judgment** in meeting emergencies and **enforcing codes**. Follow Departmental rules and regulations. Assignments and instructions are received from a Superior Officer who reviews work methods and results through reports, personal inspection and discussion.

Supervision Received:

Works under the supervision of the **Chief of Police, or the designee, which shall be either the Deputy Chief of Police, the Captain, the Lieutenant or the Superior Officer and the Mayor.**

General Duties for the Police Department:

- Patrol a designated area of the Town to preserve the peace, prevent criminal operations and enforce traffic regulations.
- Perform routine patrol, preliminary investigations and **enforce** traffic regulations in cruiser cars, motorcycles, **on bicycle patrol** or on foot **as assigned**.
- May be assigned to work at Headquarters on special assignments.
- Respond to assignments and complaints involving crimes of drunkenness, domestic disputes, automobile accidents and other misdemeanors and felonies; **attend** accident scenes and other events inherent with danger.

- Administer first aid **as necessary**.
- Conduct preliminary investigations; gather, protect and transport physical evidence; locate witnesses; make arrests; prepare and submit detailed and **understandable** written reports.
- Investigate complaints, interview complainants and take appropriate enforcement or reporting action or direct them to proper authorities to make a report.
- **Enforce** traffic and parking regulations; direct traffic and investigate and prepare detailed reports of traffic accidents.
- Prepare evidence to substantiate issuance of criminal complaints; serve criminal processes, including warrants and subpoenas; testify as a witness in court; may occasionally appear at and testify in civil court.
- May perform a variety of specialized tasks in such areas as plain-clothes investigative work, communications, records, personnel, training and automotive maintenance as directed.
- Perform related work as required.

Knowledge, Skills and Ability:

- Ability to satisfactorily complete a 14-week Field Training Program and successfully meet P.O.S.T. and New Milford Police Department standards to work as a Police Officer.
- Ability to **handle** situations firmly, courteously, tactfully and with respect for the right of others, while exercising considerable discretion.
- Ability to analyze situations quickly and objectively and to determine proper course of action according to law, Departmental policy and common sense.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate effectively, orally and in writing.
- Ability to meet the physical and mental requirements established by the Town.
- Ability to establish and maintain effective working relationship with fellow employees and the public.
- **Demonstrated** general intelligence and emotional stability.
- **Ability to maintain a regular and predictable attendance on a full time basis.**
- **Ability to learn and adapt to changing work conditions as needed.**
- **Ability to qualify with firearms and other offensive and defensive weapons.**
- **Ability to use physical force, when necessary, to control and arrest violent and non-violent offenders.**
- **Ability to maintain the confidence and trust of peers, superiors and the general public.**
- **Ability to subordinate personal preferences to the lawful directives of management.**
- **Ability to drive emergency vehicles safely under stressful conditions.**

Education, Training and Experience:

- Must be a U.S. Citizen.

- Must possess a High School Diploma or G.E.D. **Bachelor's degree in Police Science, Criminal Justice, Legal Studies, or a related field preferred.**
- Must be at least 21 years of age.
- **Selection process includes a written test, oral interviews, polygraph examination, psychological examination, medical examination, and background investigation and must pass all successfully.**
- Must possess and maintain a valid Connecticut driver's license.
- Must be a Connecticut resident upon appointment.
- Must reside within 40 miles of the Police Department at time of appointment.
- Must successfully complete a 1 year probationary period with the New Milford Police Department.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by the Town Council, 1991 –
Updated – February 2005
Updated January, 2006