

**Job:** Patrol Officer  
**Department:** Police  
**Reports To:** Corporal, Sergeant, Chief  
**FLSA Status:** Non-Exempt  
**Prepared Date:** April, 2003  
**Approved Date:** April, 2003

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## **SUMMARY**

The Patrol Officer shall respond to and investigate incidents of violation of criminal and motor vehicle laws and Town ordinances, assist the Fire and Rescue Departments, help prevent crime, respond to citizen requests and provide awareness of public safety.

As a Town employee, you are expected to demonstrate commitment to excellence through positive behavior toward all quality initiatives as well as through teamwork and to promote and conform to all quality standards. These include but are not limited to core values and customer service values. You are expected to participate in drafting and implementing Department Quality Service Standards, serve and participate on teams when invited and continuously support co-workers who are serving on teams. It is essential that you avail yourself of all communications regarding team activities and quality initiatives.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Patrol Officer is responsible for carrying out his or her duties while representing the Town professionally at all times. You must ensure that the highest quality of customer service is provided to all delivery systems within your authority as you carry out the following:

1. Become involved in motor vehicle law enforcement, traffic control, accident investigations, motorist assists and support the Fire and Rescue Departments and other police agencies.
2. Investigate incidents of violation of criminal law.
3. Carry out crime prevention activities such as investigation of suspicious persons and vehicles, security checks of buildings and businesses, provide escorts, engage in public relations and routine patrol.
4. Investigate miscellaneous areas such as dog complaints, missing persons, lock outs and welfare check fraud.
5. Provide timely follow-up of reports including work-ups for court.
6. Be familiar with and able to use all equipment provided by the Department.

7. Take individual responsibility for working in a safe manner and adhere to the Town's safety policies.
8. Perform such other duties as the Department Head may require.
9. Plan and organize work effectively and ensure its timely completion.
10. Meet all productivity requirements.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability and attitude required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates for the position must:

1. Have a high school diploma or equivalent.
2. Be able to satisfactorily complete a background check, psychological testing, physical exam and graduate from the Vermont Police Academy or equivalent institution.
3. Possess a valid driver's license.
4. Have the ability to work independently.
5. Have strong interpersonal and communication skills and the ability to deal effectively with members of the general public and other staff.
5. Have the ability to demonstrate team behavior and willingness to promote a team oriented environment.
6. Have the ability to strive to develop and maintain positive internal and external customer service relationships.
7. Be detail oriented and quality driven.
8. Be able to demonstrate leadership skills.
9. Be able to plan, prioritize and organize work effectively with minimal supervision and ensure the completion of work.
10. Have an excellent past work record.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Patrol Officer shall be able to:

1. Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. Frequently stand, occasionally walk; talk or hear; sit; bend; climb to a height of 30' and balance; stoop, kneel, crouch, or crawl; and smell.
3. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
4. Use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee may be exposed to toxic or caustic chemicals.

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job 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 employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Employee

**(See application below)**

# Application for Employment

## SHELBURNE POLICE DEPARTMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

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Position(s) Applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Applicant: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Mailing Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

How Long Have You Lived At This Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Driver's License State and No.: \_\_\_\_\_ Can you prove you are 18 or older? Yes or No

Social Security Number: \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_ Yes \_\_\_\_ No

If YES, give date: \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_ Yes \_\_\_\_ No

If YES, give date: \_\_\_\_\_

Are you currently employed? \_\_\_\_ Yes \_\_\_\_ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work: \_\_\_\_ Full Time \_\_\_\_ Part Time  
\_\_\_\_ Temporary \_\_\_\_ Shift Work

Are you currently on "lay off" status subject to recall? \_\_\_\_ Yes \_\_\_\_ No

Have you had a major illness or injury in last 5 years? \_\_\_\_ Yes \_\_\_\_ No

If YES, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever received compensation for illness or injury? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

(Conviction will not necessarily disqualify an applicant from employment). If YES, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a misdemeanor? \_\_\_\_ Yes \_\_\_\_ No

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever had any job-related training in the United States military?  
\_\_\_\_ Yes \_\_\_\_ No

If YES, please describe: \_\_\_\_\_

Do you have any physical handicaps, limitations, injuries, etc.?  
\_\_\_\_ Yes \_\_\_\_ No

**EDUCATION:**

**Elementary School**

School Name and Address/Location: \_\_\_\_\_

Years Completed:      5      6      7      8

**High School**

School Name and Address/Location: \_\_\_\_\_

Years Completed:      9      10      11      12

Diploma/Degree: \_\_\_\_\_

Course of Study: \_\_\_\_\_

**Undergraduate College/University**

School Name and Address/Location: \_\_\_\_\_

Years Completed:      1      2      3      4

Diploma/Degree: \_\_\_\_\_

Course of Study: \_\_\_\_\_

**Graduate/Professional**

School Name and Address/Location: \_\_\_\_\_

Years Completed:      1      2      3      4

Diploma/Degree: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Describe any specialized training, apprenticeship, skills and extra-curricular activities: \_\_\_\_\_

\_\_\_\_\_

*If more room is required attach to application under heading EDUCATION.*

Describe any honors you have received: \_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

\_\_\_\_\_

Indicate any foreign languages you can speak, read and/or write:

Speak: \_\_\_\_\_ Fluent / Good / Fair (Circle one)

Read: \_\_\_\_\_ Fluent / Good / Fair (Circle one)

Write: \_\_\_\_\_ Fluent / Good / Fair (Circle one)

List professional, trade, business or civic activities and offices held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:**

Give name, address and telephone numbers of four references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS:**

Summarize special job-related skills and qualifications acquired from employment or other experiences: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

List all prior employment starting with your present or last job. Include any job-related military service assignments and volunteer activities.

*If more room is required attach to application under heading **EMPLOYMENT EXPERIENCE.***

1. Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Period of Time Employed:

TO: \_\_\_\_\_ FROM: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Hourly Rate/Salary:

STARTING: \_\_\_\_\_ FINAL: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

May we contact this employer?     YES     NO

If NO, please explain why: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

2. Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Period of Time Employed:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Hourly Rate/Salary:  
STARTING: \_\_\_\_\_ FINAL: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, please explain why: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

3. Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Period of Time Employed:  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Hourly Rate/Salary  
STARTING: \_\_\_\_\_ FINAL: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer: \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, please explain why: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

4. Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Period of Time Employed: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Hourly Rate/Salary: STARTING: \_\_\_\_\_ FINAL: \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Work Performed:** \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer?       YES       NO

If NO, please explain why: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged from employment for any reason?

YES       NO

If YES, please explain in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been afforded the opportunity to resign rather than be fired from any job?

YES       NO

If YES, please explain in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT**

**I certify that answers given herein are true and complete to the best of my knowledge.**

**I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**This application for employment shall be considered active for a period of time not to exceed 120 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.**

**I, in making this application for employment, also understand that an investigative consumer report may be made through a bona fide credit bureau.**

**In making this application for employment, I also understand that information will be obtained through personal interviews with neighbors, friends or others with whom I am acquainted. This inquiry includes information as to my character, general reputation and mode of living.**

**In event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.**

**Signature of Applicant: \_\_\_\_\_**

**Date: \_\_\_\_\_**