**POLICE OFFICER**

**TOWN OF HARWICH**

The Harwich Police Department is accepting applications from qualified individuals for the creation of an eligibility list to fill future vacancies for the position of POLICE OFFICER. Applications and minimum required qualifications may be obtained at the Harwich Police Department, 183 Sisson Road, Harwich, MA 02645, or by downloading at www.harwich-ma.gov/police. Each returned application must be accompanied by a cover letter and complete resume. Application deadline is Wednesday, December 8, 2017 at 2:00 PM. All applications must be delivered to the Harwich Police Department (emailed applications not accepted), attention Executive Assistant Katie Varley. Preference will be given to those that have completed the Basic Recruit Training Class provided by the Massachusetts Police Training Committee or its’ equivalent. The selected candidate will serve one year in a probationary status**. Questions may be directed to Deputy Chief of Police Thomas Gagnon at (508) 430-7541. The Town of Harwich is an EOE**.

**Harwich Police Department**

Job Description for:

**POLICE OFFICER / DETECTIVE**

Revised September 15, 2007

**NATURE OF WORK**

This work involves the complex and specialized activities required to maintain civil order and enforce State laws and Town Bylaws. Police Officers are responsible for the protection of life and property, detection and prevention of crime, apprehension of criminals, and enforcement of laws and Town Bylaws in a designated specialized area or on an assigned shift.

**ESSENTIAL DUTIES**

Due to the element of personal danger, the officer must be able to act without direct supervision and to exercise independent judgment in meeting complex emergency situations. Duties include but are not limited to:

**Incident Evaluation** - Responds to calls for service; obtains appropriate information at the scene, evaluates information, determines priority of actions at the scene, and determines whether it is a criminal or civil matter. Collects, identifies and preserves evidence and personal property. Gathers information through interview and interrogation techniques, and makes legal admonishments.

**Arrest/Detain/Search/Safety** - Approaches and detains suspects; makes arrests; restrains and subdues suspects when necessary; uses the appropriate amount of force necessary for physical arrests; searches people. Applies appropriate safety precautions in hazardous and potentially dangerous situations; maintains a safe position when dealing with suspects; maintains an awareness of own location and location of officers.

**Public Interaction** - Uses appropriate oral and written communication to provide law enforcement information and explanations; maintains appropriate courtesy while with the public; provides assistance and appropriate referrals; advises victims, complainants, violators, parents, etc.; mediates disputes; controls crowds. Presents a neat, clean, well-groomed appearance.

**Patrol** - Performs patrol activities in assigned area; observes conditions and initiates appropriate action to potential hazards and suspicious or criminal activity; responds to and handles a variety of calls for services; enforces laws and bylaws as well as monitoring and enforcing vehicle codes.

**Communication Skills** - Prepares effective written reports, memos, citations, activity logs, etc. and demonstrates effective oral communication skills with the public, other members of the Department, and via the police radio.

**Vehicle and Equipment Use** - Maintains equipment; inspects patrol vehicle and safely operates the vehicle under routine and emergency conditions.

**Legal and Department Knowledge** - Demonstrates working knowledge of laws, codes and legal procedures in all areas of law enforcement; testifies in civil and criminal court on behalf of the police department; serves summonses, subpoenas, notices, orders and warrants of arrest. Demonstrates working knowledge of department policies, regulations and procedures. Maintains current knowledge of accepted police procedures and conduct; keeps current on laws and relevant legal opinions. Participates in all required training. Adheres to an exemplary code of conduct while on or off duty in dealing with other department members as well as the public; functions effectively within the prescribed chain of command.

**Community Oriented Policing** – Consistently demonstrates a commitment to all citizens of the Town of Harwich in providing law enforcement services, which clearly reflect their best interest. Actively addresses and formulates innovative solutions to complex community problems which result in improving quality of life and safety issues. Proactively and consistently seeks out and develops professional relationships with citizens, youth groups and organizations, senior associations, neighborhood groups, businesses, community leaders, other Town departments and outside agencies which promotes cooperation, open communication, and problem resolution. Clearly holds justice, honesty, integrity, professionalism, and equality as the essential foundation for all decisions and actions.

***Commitment*** – This is a career-oriented position, which necessitates a long-term commitment and desire to succeed in providing quality services to the community. Officers are expected to exceed minimum standards of performance, continue their education and training on a consistent base, be proactive in their utilization of available time that serves the best interest of the Town, provide consistent and judicious service to the public, and establish on-duty performance as their priority over any outside endeavor.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Requires a mature individual who exhibits the following skills:

**Physical Abilities** - Must maintain personal physical fitness; restrain and arrest suspects; demonstrate proficient use of weapons; and perform a wide variety of physical activities due to the nature of the job.

**Personal Skills** - Must demonstrate the following: sound judgment abilities; observation skills; ability to learn new information and apply it to situations; effective oral and written communication skills; strong interpersonal skills; assertiveness; emotional self-control; adaptability; initiative; dependability; integrity; teamwork skills; and sound problem-solving techniques. Must also demonstrate the ability to comply with laws, rules and regulations, as well as accept advice and constructive criticism.

**Advancement to Detective** requires a minimum of three years (two years as a regular and one year as a full-time year round special is acceptable) as a Town of Harwich Police Officer, and demonstrated proficiency in all duties and responsibilities of the Police Officer classification. Employees at the Detective level must have demonstrate the following skills and abilities:

* excellent incident evaluation procedures;
* consistently well written and documented offence and incident reports;
* extensive knowledge in arrest procedures;
* excellent communication skills both oral and written;
* self-motivation and initiative;
* consistently demonstrated ability to make sound judgments, maintain emotional self-control;
* flexibility in work hours and assignments;
* ability to work as a team, obvious commitment to the community policing philosophy; and
* must possess CPR and first aid certification.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Possession of first aid and CPR certification.

Application of the safe use of firearms.

Knowledge and experience with the operation of a two-way radio.

Knowledge and experience with the use of computers, cameras, defensive tactics, speed detection, and other equipment associated with the profession of law enforcement.

Knowledge of the following: human nature as it applies to human behavior, local community, ability to locate most addresses, and application of safe driving procedures.

Ability to learn and apply Department Operational Procedures.

Ability to accept change, advances in technology, and personal growth through continuing education and training.

**MATERIAL AND EQUIPMENT DIRECTLY USED**

Vehicles, firearms, restraint devices, two-way radio, electronic devices, safety equipment, computers, mobile data terminals (MDT), officer equipment, emergency first aid equipment, camera, speed measuring devices, breath-alcohol measuring devices, and other equipment related to law enforcement.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

This work is performed in all-weather including catastrophic conditions such as high wind, hurricane, blizzards, flooding, hail, etc. The potential to work in hazardous surroundings exists at all times, including exposure to vehicle traffic, dangerous or threatening people, communicable diseases, hazardous materials, chemicals, etc. This work requires varying degrees of physical responses from sedentary work to very heavy work due to the nature of unpredictable and unforeseeable events that characterize police work. The law enforcement profession demands a 24 hour per day/365 days per year operation; therefore, **personnel must understand and accept as a condition of employment that they may be required to routinely work and subject to call-in for staffing needs on all shifts, all days of the week, including local, national, and religious holidays.**

**Police scenes and reports may contain violent, offensive, and/or sexually graphic material related to serious and traumatic criminal events.** Officers may be subjected to reading these reports, overhearing discussions related to their content, and may view photographs or other evidence in the context of official and necessary Departmental operations.

Police records and files contain privileged, restricted, and/or confidential information where improper distribution may result in civil litigation, criminal prosecution, adverse impact on continuing investigations, and/or endangering police officers. Due to the serious consequences of inappropriate distribution of information gained during the course of functioning as a Police Department employee, **failing to maintain appropriate confidentiality is grounds for termination from the Department.**

**EDUCATION, EXPERIENCE, AND FORMAL TRAINING**

Must be 21 years of age; U.S. citizen, high school graduate or possess a G.E.D. certificate. A minimum of two years of college level training in police science or a related field is highly preferred. Experience in law enforcement at the municipal level is desirable, or any equivalent combination of education, training and experience. Positive service as a fulltime regular sworn police officer in Massachusetts and/or fluency in a foreign language especially Spanish and/or Portuguese receives favorable consideration. Must have no felony convictions. Must possess or be able to obtain a valid Massachusetts driver's license, provide proof of a safe driving record, and maintain a safe driving record for continued employment. Must be able to obtain First Aid and CPR certification within 12 months of employment. Obtain a current and valid *License to Carry a Firearm* in the State of Massachusetts.

**OTHER NECESSARY REQUIREMENTS**

Applicants must be United States citizens fluent in the written and spoken English language. Employment as a Police Officer is conditional upon successful completion of a written examination, oral interview and/or assessment center, psychological examination, background investigation, polygraph, pre-placement medical examination, and a substance screen. All officers will complete a one year probationary period which shall begin upon graduation from the Basic Police Recruit Academy, or if previously academy certified, upon date of appointment as a full-time officer with the Harwich Police Department. The probationary period is a continuation of the selection process during which time disciplinary action or discharge shall not be subject to grievance or arbitration.

**Officers must be non-tobacco (of any type) users and remain non-tobacco users while employed by the Harwich Police Department. Failing to adhere to this requirement will result in disqualification from employment consideration or termination.**

All sworn officers hired after 1995 must pass pre-academy entrance and periodic physical examinations and physical agility tests in accordance with applicable *Massachusetts General Law*. Police officers must reside within fifteen (15) miles of the limits of the Town of Harwich in compliance with *Massachusetts General Law* Chapter 41: Section 99A. Reasonable accommodations to meet residency requirements may be made at the sole discretion of the Chief of Police on a case-by case basis. Additional testing may be required.