

**TOWN OF AVON**  
**POLICE OFFICER**

**POSITION DEFINITION:**

Responsible for the enforcement of laws and ordinances; maintains order; prevents and investigates crimes and makes arrests; patrols an assigned area; and performs related work as required.

**SUPERVISION RECEIVED:** Works under direct supervision of Police Sergeant or other superior officer.

**SUPERVISION EXERCISED:** Not applicable.

**EXAMPLES OF ESSENTIAL JOB DUTIES:**

Patrols an assigned area, on foot or in a vehicle, to prevent and detect violations of laws and ordinances;  
Responds to calls for service;  
Carries out assignments in accordance with established Department Policy and Procedures;  
Protects life and property; checks doors and windows of buildings,  
Investigates suspicious persons;  
Initiates investigations of wanted and missing persons and property;  
Responds to crime scenes and accidents; investigates accidents, assists accident victims and provides first aid;  
Assists stranded motorists;  
Operates vehicles under routine and emergency circumstances;  
Investigates crime;  
Searches for and apprehends criminal violators; Searches for and preserves evidence; Serves subpoenas and arrest warrants;  
Prepares and files reports;  
Escorts funerals;  
May assist children and pedestrians at street crossings;  
Transports prisoners to police station and/or court;  
Testifies and presents evidence in court;  
Directs traffic and enforces traffic laws;  
Executes motor vehicle stops;  
Responds to citizen's requests for assistance;  
Searches, processes, incarcerates and releases prisoners; Serves food at mealtimes;  
Operates radio, computer, telephone and telecommunication system;  
Uses physical exertion/force following Department procedure;  
Maintains firearms and assigned equipment; inspects cruiser and equipment for repair or replacement.

**EXAMPLES OF INCIDENTAL JOB DUTIES:**

Reports and helps safeguard against hazards to the public safety; and  
Assists in community relations programs on law enforcement and public safety.

**MINIMUM QUALIFICATIONS REQUIRED:**

In addition to the minimum requirements of the Police Officer Standards and Training (POST) Council, must have Associates Degree or equivalency (60 credit hours) at an accredited college/university; or two (2) years active military experience; or Connecticut Certified Police Officer at time of application.

Candidates must provide a college/university transcript documenting the completion of an Associates Degree or credit hour equivalency, or a copy of the DD214 Form documenting active military experience, or a copy of their current police certification with their application materials.

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

Basic knowledge of police techniques and first aid methods;  
Ability to follow oral and written instructions;  
Ability to observe situations analytically and objectively and to report and record them clearly and completely;  
Ability to act decisively and calmly in emergencies;  
Ability to clearly and effectively communicate verbally and in writing;  
Ability to make written reports; proficient in the use of computer hardware and software;  
Ability to establish and maintain effective working relationships with associates and the public;  
Ability to develop skill in the use and care of firearms, ancillary police equipment and in the operation of motor vehicles; and  
Good physical strength, and agility.

### **PHYSICAL, MENTAL EXERTION/ENVIRONMENTAL CONDITIONS:**

The physical demands described here are representative of those that must be met by the 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.

While performing this job, the employee is regularly required to use hands to handle, feel and operate equipment or controls and reach with hands and arms; is frequently required to walk; sit; crawl; crouch; kneel; stoop; stand; climb or balance; must frequently lift and/or move from 25 pounds to as much as 50 pounds and on occasion weights exceeding 100 pounds. Must be able to perform moderately difficult manipulative skills such as handcuffing a resisting party. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions including extreme heat, cold, rain, sleet, snow or other adverse conditions; uneven ground and is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate but can become loud or unpleasant.

May be exposed to blood, body tissue or fluids as well as hazardous waste materials other than blood.

### **LICENSE AND CERTIFICATION:**

Ability to obtain and maintain Police Officer Standards and Training (POST) Certification for the duration of employment. Possession of a valid Motor Vehicle Driver's License.

**NOTE:** The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Revised: October 2020