

POSITION DESCRIPTION**P-1****Town of Needham****Police Officer****3/2017**

Duties:

Under the direction of a Sergeant, maintain effective law enforcement, public peace and order; protect life and property; prevent crime; and control traffic and safety.

Maintain a high degree of visibility in areas assigned to patrol to deter law-breakers and/or those inclined to disturb the peace.

Respond to calls for motor vehicle and other accidents or natural disasters, rendering medical assistance, obtaining facts and names of witnesses, and maintaining control of onlookers to ensure efficient passage for persons engaged in solution of problem.

Render service as required in a variety of situations, such as lost children, lock-outs, answering alarms, animal calls, providing escorts, and other basic assistance calls.

Watch for dangerous and/or hazardous conditions or situations and rectify them or contact appropriate agency to do so, such as broken or defective controls at intersections, road conditions, swimming pools in need of fences, or other areas hazardous to the public.

Investigate calls of possible criminal activity reported to the Department; make arrests and/or issue complaints where there is sufficient cause and appear in court as required.

Maintain daily log of information obtained and maintain confidentiality concerning criminal histories and sensitive issues; perform miscellaneous duties as required.

Basic Knowledge:

Work requires broad knowledge of local, state and federal laws and regulations, CPR, civil rights, and police techniques and procedures, equivalent to specialized training beyond high school in a police academy.

Experience:

Duties require up to three years of related experience in police work, crowd control, or dealing with people in general.

Independent Action:

Incumbent works independently, referring unusual cases to supervisor.

Supervisory Responsibility:

None.

Physical and Environmental Standards:

Governed by Massachusetts General Laws.