

**TOWN OF BERLIN, CONNECTICUT  
AN EQUAL OPPORTUNITY EMPLOYER  
POLICE OFFICER**

GENERAL STATEMENT OF DUTIES: Carry out the functions of the Police Department; namely the preservation of the public peace, the protection of life and property, medical first responder, the prevention of crime, and the proper enforcement of all applicable laws and ordinances. Must be able to: write reports, verbally communicate, operate a computer, apprehend suspects on foot, draw sketches, qualify with and maintain proficiency in firearms, safely operate a motor vehicle and work rotating shifts.

SUPERVISION RECEIVED: Works under the direction of the shift commander who reviews work for effectiveness, soundness of judgment, accuracy, completeness and conformance with the law, orders and department regulations.

WORK SCHEDULE: Bid third shift or first/second shift rotation. Days off cycle consist of 5 on 3 off, 5 on 2 off which allows for days off to change each week.

SALARY RANGE & BENEFITS (eff. 7/1/18): \$65,208 to \$84,927 (OVER A SIX YEAR PERIOD), full medical and dental coverage, defined contribution pension plan, optional 457 deferred compensation plan, paid holidays, vacations, personal time and sick leave.

ESSENTIAL JOB FUNCTIONS: Patrols an assigned area in a cruiser; responds to calls for police assistance or crimes in progress; checks patrol area for and investigates suspicious persons or circumstances; enforces criminal and traffic law.

Operates patrol vehicle; executes motor vehicle stops. Drives cruiser in emergencies and pursues fleeing vehicles; backs up other officers; searches buildings.

Apprehends drunk drivers; directs traffic; assists motorists with disabled vehicles; stops motor vehicle law violators and issues warnings and tickets; provides medical assistance.

Makes arrests; conducts search and seizure, searches suspects; controls unruly prisoners and resisting suspects; books and process prisoners.

Investigates crimes such as minor thefts and assaults; conducts investigations of various crimes and events; enforces DUI, traffic laws and investigates traffic accidents; conducts follow-up investigations, takes measurements at crime scene and draws sketches and diagrams, takes photographs.

Writes reports and memos on cases, complaints, investigations; makes referrals to outside agencies.

This job description is for identification and administrative purposes only. It is not intended to be a complete statement of all duties which may be assigned by the supervisor according to varying needs.

Participates in training and career development programs.

Maintain firearms; inspect and prepare cruiser for patrol; check equipment for repair or replacement.

Uses physical exertion/force; may be required to use deadly physical force.

Intervene in and resolve human relations problems and conflicts; present evidence and testimony.

Uses technology and related software including but not limited to computer terminals, printers, scanners, radios, cellular telephones, audio and video recording equipment, intoxilyzer, radar, and laser.

Uses police related equipment to perform or in performance of essential tasks.

OTHER JOB FUNCTIONS: Performs other duties as set forth in the core job description established by the Police Officer Standards & Training Council.

Performs related work as required.

QUALIFICATIONS PROFILE:

Knowledge of English usage, grammar and spelling.

General knowledge of human behavior.

Ability to learn specialized skills and the use of police equipment in recruit training.

Ability to communicate effectively, orally and in writing.

Ability to function effectively in stressful situations.

Ability to interact effectively and courteously with persons of widely varied ethnic, religious, social and economic backgrounds.

Ability to comprehend and carry out verbal and written instructions.

Possess and maintain a valid Connecticut Drivers License.

Maintain the ability to legally carry a firearm under Federal and State Law.

This job description is for identification and administrative purposes only. It is not intended to be a complete statement of all duties which may be assigned by the supervisor according to varying needs.

**PHYSICAL/MENTAL REQUIREMENTS:** Ability to push/pull/lift objects over 100 pounds; able to sit, stand or walk for prolonged periods. Must be able to remain in uncomfortable positions for long periods, such as restraining a suspect, bending or stooping when marking an accident scene. Able to perform simple motor skills such as directing traffic.

Pass pre-employment physical examination/drug screen and routine physical exams during the course of employment.

Able to perform moderately difficult manipulative skills, such as handcuffing a resisting party. Able to perform tasks which require hand-eye coordination such as firing a weapon and data entry.

Must be able to see objects far away as in driving; able to see objects closely as in reading a shift report or reading a license plate; able to discriminate colors as in a vehicle, house color, or traffic signal. Able to hear normal sounds with some noise; distinguish voice patterns and communicate through human speech, as in communicating via police radio or the telephone.

Able to concentrate on moderate detail with constant interruption; able to attend to task/function for more than 60 minutes at a time and remember task/assignment for extended periods of time; able to understand and relate to specific ideas generally several at a time.

May be exposed to blood, body tissues, or fluids; hazardous waste materials other than blood; seasonal outdoor weather; loud or unpleasant noises.

Ability to learn and use self-defense skills and standard police weapons. Ability to complete the physical aspects of recruit training and to maintain required department physical fitness standards.

**MINIMUM REQUIREMENTS:** All applicants for the position of Police Officer must be 21 years old at the date of attendance to Connecticut Police Academy, a citizen of the United States of America, possess a valid driver's license and a high school diploma or equivalence. A candidate must be able to possess a firearm in accordance with state and federal statutes. Possess a valid CHIPs card or successfully pass the POSTC Lateral/Comparative physical fitness test. Possess the ability to solve problems and conflicts. Successful completion of Police Officer Standards and Training (POST) Academy Program, recruit training and a probationary period of employment.

The Police Officer Standards and Training Council requires, as a condition of appointment to a position of probationary candidate in a law enforcement unit in the State of Connecticut, that the candidate has no criminal record revealing any conviction, under federal or state law, of any felony, or whose criminal record has any conviction of any Class A or Class B misdemeanor, or of any misdemeanor crime involving domestic

This job description is for identification and administrative purposes only. It is not intended to be a complete statement of all duties which may be assigned by the supervisor according to varying needs.

violence, or who has committed any act which would constitute perjury or false statement.

To be considered as a Probationary Candidate Applicants must successfully complete the following:

Written Examination

Oral Examination

Agility Examinations

Fingerprint Inquiry-Local, State and Federal.

Background History Investigation including Motor Vehicle and Credit History

Polygraph Examination

Psychological Examination

Physical Examination including Drug Screening

P.O.S.T. Entry Requirements

The applicant can expect the testing process to take 3-12 months from closing date of application.

**Current P.O.S.T.C. Certified Police Officers may receive salary step credit**

This job description is for identification and administrative purposes only. It is not intended to be a complete statement of all duties which may be assigned by the supervisor according to varying needs.