



**TOWN OF WINCHESTER 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 comprehensive reports, communicate effectively, operate a computer, be physically fit, qualify with and maintain proficiency in firearms, safely operate a motor vehicle and work a variety of shifts and hours.

SUPERVISION RECEIVED:

Works under the direction of a sergeant or other superior officer authorized to issue orders and assignments, who reviews work for effectiveness, soundness of judgment, accuracy, completeness, and conformance with the law.

WORK SCHEDULE:

The basic work week consists of three eight-hour-shifts: Midnight (0000-0800), Day (0800-1600), & Evening (1600-0000). All shifts work alternating schedules of five consecutive days on & three consecutive days off, followed by five consecutive days on & two consecutive days off. Shift schedules change October 1st and April 1st each year and are bid by seniority.

SALARY RANGE & BENEFITS (Effective 07/01/2021):

\$55,944 to \$74,362 base pay (with steps increasing over a six-year period), numbers to change subject to active union contract negotiations. Shift premium pay for evening and midnight shift. Connecticut's Municipal Employees Retirement System (CMERS) retirement plan. Life insurance, healthcare & dental plan. Paid dry cleaning for uniforms. Education incentives and tuition reimbursement. Paid gym membership. Fourteen paid holidays, vacation time, personal time and sick leave. Opportunity to work in specialized areas such as investigations, marine patrol, D.A.R.E, traffic enforcement, & firearms instruction.

ESSENTIAL JOB FUNCTIONS:

Patrols an assigned area in a police vehicle; responds to calls for police assistance or crimes in progress; checks patrol area for and investigates suspicious persons or circumstances; enforces criminal and motor vehicle law. Operates patrol vehicle in emergencies; executes motor vehicle stops; backs up other officers; searches buildings. Apprehends impaired drivers; directs traffic; assists motorists with disabled vehicles; stops motor vehicle law violators and issues warnings and tickets; provides medical assistance and care. Makes arrests; conducts searches, controls unruly prisoners and

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



resisting suspects; processes prisoners. Investigates crimes such as minor thefts and assaults; conducts criminal investigations; enforces DUI laws and investigates traffic crashes; conducts follow-up investigations, takes measurements at crime scenes and prepares sketches and diagrams, takes photographs.

Writes reports and memorandums related to calls for service, active cases, complaints, & investigations; makes referrals to outside agencies. Participates in training and career development programs. Maintains firearms; inspects and prepares vehicle for patrol; checks equipment for repair or replacement. Uses appropriate physical exertion/force when necessary; may be required to use deadly physical force. Intervenes, de-escalates, and resolves problems and conflicts between persons; presents evidence and testimony. Uses technology and related software including but not limited to computer terminals, printers, scanners, radios, body cameras, cellular telephones, audio and video recording equipment, intoxilyzer, radar, and laser.

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:

- Ability to learn specialized skills and operate police equipment during 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 diverse backgrounds.
- Ability to comprehend and carry out verbal and written instructions.
- Ability to possess and maintain a valid Connecticut Drivers License.
- Ability to maintain and legally carry a firearm under Federal and State law.

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 and bending or stooping when documenting a crash 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 have vision which is correctable to 20/20. 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. Candidates having college degrees in related fields are desired. A candidate must be able to possess a firearm in accordance with state and federal statutes. Candidates must possess a valid CHIPs card. Successful completion of Police Officer Standards and Training Council (POSTC) Academy Program, recruit training, and a probationary period of employment.

POSTC 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 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 exam & personal interview panel
- Physical 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

Applicants can expect the testing process to take between three and twelve months, depending on the number of vacancies that exist.

Connecticut POSTC certified officers seeking a lateral transfer do not have to undergo or meet the entry level physical fitness standards.

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