**NORTHFIELD MUNICIPALITY JOB DESCRIPTION**

**POLICE OFFICER – Level III**

**PRIMARY PATROL OFFICER**

The Northfield Primary Patrol Officer is a full – time police officer in service to the town of Northfield who is certified and able to provide all levels of law enforcement service to the community.

Pay: $27.35-$35.63 D.O.E/ $5,000 sign on bonus

Benefits package: medical insurance, paid time off and retirement

New England Police Benevolent Association local 406

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Respond to all calls for service within the Town of Northfield as the duty patrol officer for your shift
* Make lawful arrests, issue traffic tickets, investigate motor vehicle crashes, assist other public safety agencies as requested
* Operate a marked police vehicle in all types of weather conditions
* Inventory control of all necessary supplies for the operation
* Thorough knowledge of the principles, standards, and practices of modern police methods
* Ability to plan, lay out, and work your scheduled shift performing varied operations connected with police activities
* Attend and request training based upon mandates and your interests
* Understand and follow all department policies and procedures in accordance with Federal and State mandates and requirements
* Preparation of required reports and reporting forms
* Maintain accurate records of all your police investigations
* Perform all law enforcement functions when and as needed
* Maintain effective community relations
* Assist in the development of crime prevention programs
* Provide assistance to neighboring police departments as needed
* All other duties as required by State and Federal Law
* Other duties as assigned by proper authority

**KNOWLEDGE, SKILLS & ABILITIES:**

* Valid Vermont driver’s license
* Level III Law Enforcement Certification by the Vermont Criminal Justice Training Council
* Able to read and comprehend operating and technical manuals
* Able to communicate knowledge and experience in an effective manner
* Experience with computers
* Knowledge of Federal, State, and municipal criminal and traffic laws
* Obtain and maintain specialized training and certification

**ENTRY LEVEL REQUIREMENTS:**

* High school diploma, prefer a two- or four-year college degree with a course of study in human services, management or other appropriate discipline
* Pass written entry test administered by the Vermont Criminal Justice Training Council
* Pass police physical assessment test established by the police academy
* Meet psychiatric test standards as established by the Vermont Criminal Justice Training Council
* Pass an employment polygraph examination
* Must be able to pass a criminal records and motor vehicle record check including a background investigation

**LATERAL ENTRY LEVEL REQUIREMENTS:**

* Graduate of the Vermont Police Academy or meet the requirements established by the Vermont Criminal Justice Training Council as a Level III, Vermont Certified Law Enforcement Officer
* Must be able to pass a criminal records and motor vehicles record check including a background investigation

**WORKING CONDITIONS:**

* Reports to the Chief of Police
* Subject to call in at all times for shift back up and emergencies
* Be available to work flexible hours including some nights, early mornings, weekends, and holidays as needed or required
* Regular interaction with the people who display abnormal human behavior
* Duties may be hazardous; life threatening or may cause severe injury or even death
* Perform duties in all types of weather conditions
* The exposure to blood, bodily fluids, or human tissue can be expected
* Visual exposure to events with severe graphic trauma to humans and animals may cause unknown physical and psychological disabilities
* Must join the established Police Union and follow the union contract. Work may be hazardous; life threatening or may cause severe injuries or even death

Resume can be email to the Chief Pierre Gomez

Pierre.gomez@vermont.gov