

**POLICE  
POLICE OFFICER**

*The Town of Warren is committed to the full inclusion of all qualified individuals and, as part of this commitment, will provide reasonable accommodation to perform essential job functions as required by law.*

**DEFINITION**

This position is responsible for the maintenance of law and order, protection of life and property, and the prevention and suppression of crime within the community.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Ensures the safety of the community through preventive patrols and strategic crime prevention measures.
- Identifies criminal offenders and apprehends them for prosecution.
- Protects the constitutional rights of all individuals, ensuring fairness and justice in all interactions.
- Provides timely and effective emergency services during critical incidents such as accidents, natural disasters, or immediate threats to life.
- Resolves conflicts in broad public disturbances and between individuals.
- Maintains a visible and reassuring presence within the community to create and reinforce a sense of security.
- Assists those who cannot care for themselves, such as the elderly, disabled, and distressed.
- Identifies potential issues that may become serious law enforcement or governmental concerns, such as emerging crime trends or public safety hazards.
- Performs other related job duties as required.

**SUPERVISION RECEIVED**

The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently; is given additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods; and refers unusual situations to the supervisor for advice and further instructions.

**JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices.

**NATURE AND PURPOSE OF CONTACTS**

Contacts are primarily with co-workers, vendors, and the public. Interactions involve frequent tactful explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines to render service, plan, or coordinate work efforts, resolve operating problems, or assist dissatisfied customers.

**CONFIDENTIALITY**

The employee has access to limited sensitive or confidential records that require appropriate handling in accordance with established protocols.

## **POLICE OFFICER**

### **MINIMUM QUALIFICATIONS**

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- High School diploma or equivalent
- 1 year of experience
- Valid Driver's License
- Class A Firearm's License
- POST certification
- First Aid and CPR Certification
- Supervisory experience

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

- Knowledge of modern policing techniques, methods, and procedures; local, state, and federal laws; relevant court decisions related to search, seizure, arrest, and other enforcement responsibilities; and the layout of the town roads and places of assembly.
- Effective writing, emergency management; and firearms skills.
- Ability to establish and maintain effective working relationships; communicate with tact and respect; carry out instructions; assess situations quickly and execute sound judgement.

### **PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS**

*The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.*

- Experiences prolonged periods of exposure to challenging environmental conditions such as uneven terrain; cramped spaces; heights; hot or cold temperature and weather extremes; high concentrations of dust, dirt, grease, fumes, smoke, or intense odors; and loud noises, where continued attention must be given to safety protocols; during emergency situations, work may be performed under considerable pressure.
- Uses moderate physical strength and effort daily, such as moving, lifting, carrying, and stacking heavy objects, and pulling, pushing, standing, or walking for extended periods of time.
- Applies close eye-hand coordination and physical dexterity; uses physical manipulation and motor control under conditions which may require extreme accuracy.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, reports, department documents, equipment labels, directions, and forms; inspects surroundings and fine details to assess conditions of persons, equipment, accident/crime scene, and buildings; and reviews detailed information displayed on a computer screen.