

TOWN OF SOMERS

Position Description

Title: Constable

Department: Public Safety

Reports To: Resident Trooper

Supervises: None

FLSA Status: Part-time, non-exempt

Bargaining Unit: N/A

Position Summary: Performs patrol, investigative, administrative and special duties in enforcing state and federal laws; provides information to prevent criminal activities and to maintain public safety.

Major Job Duties:

Service – Receives oral or written direction from the assigned Administrative Sergeant of the Resident State Troopers. Establishes priorities within work assignment and according to policy. Coordinates activities and schedule with supervisor. Patrols assigned area in patrol car to control traffic, prevent crime or disturbance of peace, and to enforce criminal and motor vehicle laws. Renders traffic safety and first aid at accidents and investigates causes and results of accidents. Arrests or assists in arrests of criminals or suspects. Transports prisoners to detention facility or to court. Provides assistance to disabled motorists and generally assists members of the public. Coordinates resources and information with public works employees and assists DPW as needed.

Technical – Participates in near-term and long range planning for crime prevention and road safety. Assists in planning and strategy to resolve immediate threats to public safety. Carries out investigations to prevent crimes or to solve criminal cases. Examines scene of crime to obtain clues and to gather evidence. Investigates suspected persons and questions witnesses. Becomes familiar with assigned patrol area(s). Learns of special security, vehicle conditions or other potential trouble spots. Notes suspicious persons and establishments. Photographs and diagrams accident or crime scenes. Successfully completes required training as directed. Maintains police certification as a condition of employment.

Administrative – Prepares assigned cases for court, according to established procedures. Prepares materials for warrants. Appears before court and/or grand jury. Coordinates residential security program and leads in special assignments, including burglaries or serious crime investigations. Prepares and maintains files on patrol, investigation and administrative activities. Prepares narrative and statistical reports for supervisor.

Qualifications:

- Associate's Degree in Criminal Justice, Police Administration or some closely related field and **OR** two years experience as a police officer;
- Working knowledge of criminal and motor vehicle laws and procedures;
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions;
- Ability to deal with several abstract and concrete variables;
- Ability to interpret a variety of instructions in written, oral or diagrammatic form;
- Ability to condense a variety of information into concise and clear written reports;
- Ability to speak with poise, voice control and confidence.

Approved by:

Approved by:

Last Revision Date: 12/08

1st Selectman/on file

HR/on file

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Date:

Date:

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Physical Requirements:

This position combines field and station/administrative activities, with more than 50% of the job performed in the form of routine patrols. The incumbent must be able to:

- Able to demonstrate physical strength and agility needed to complete the Police Officers Standards and Training Council (POSTC) physical assessment and agility test.
- Able to maintain the fitness for duty standards established by POSTC as an ongoing condition of employment.
- Sit and operate a vehicle for periods in excess of one hour.
- Tolerate intermittent exposure to potentially perilous or hazardous situations in the course of carrying out major job duties.
- Tolerate intermittent exposure to varying and potentially extreme weather conditions including heat, cold and precipitation.
- Demonstrate and maintain sufficient stamina and good health to perform major job duties.
- Stand, lift, bend, crawl and walk to perform investigative duties.
- Intermittently sit and work using a computer and telephone, or listen to information for periods in excess of one hour.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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