



Merrimac Police Department



16 East Main Street
Merrimac, Massachusetts 01860

Tel: 978-346-8321
Fax: 978-346-0592

Eric M. Shears
Chief of Police

Job Posting

Full-time Patrolman's Position(s)

The Town of Merrimac Police Department currently has openings for two (2) full-time police officers.

Job Details

Posted: June 21, 2017 **Application Deadline:** Posted Until Filled

Starting Date: On or After August 1, 2017

Benefits & Compensation: \$27.06 per hour to start plus benefits as outlined in the Patrolman's Collective Bargaining Agreement.

Job Description

See the attached Merrimac Police "Patrolman" Job Description.

Requirements

The ideal candidate must demonstrate problem solving abilities; be available to work all shifts for a 24/7 operation, including weekends and holidays; be at least 21 years of age; possess a valid driver's license and a Massachusetts Class A License to Carry Firearms.

Candidates will be evaluated based upon their training, education and experience in law enforcement or a related field. At a minimum, candidates should be a certified Massachusetts Reserve/Intermittent Police Officer.

The appointment to this position will be subject to a satisfactory background investigation, medical exam, psychological exam and drug screen. Further, the candidate will need to successfully complete an approved Massachusetts Police Training Committee Full-time Police Academy if necessary.

Once appointed, the successful candidate will be considered a probationary employee for a period of twelve (12) months, and during that twelve (12) month probationary period you may be discharged by the Town with or without cause.

To Apply

Please send a Cover letter and current Resume to:

Chief Eric M. Shears
Merrimac Police Department
16 East Main Street
Merrimac, MA 01860



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PATROLMAN

Position Purpose:

The purpose of this position is to perform law enforcement duties, protecting life, property and civil rights of individuals and to prevent and suppress crime. Interacts with citizens to provide service and render assistance, prepares and completes records, reports and other paperwork documenting incidents for use in prosecution. Responds to calls in response to reported violations, accidents, domestic disputes and abuses and other incidents; performs all other related work as required.

Supervision:

Supervision Scope: Performs functions primarily based on clearly prescribed standard practice but frequently required to make decisions, which involve choice of action within limits defined, by standard practice and instructions.

Supervision Received: Works under the general direction of the Chief of Police and/or the Supervisor in charge in accordance with applicable Massachusetts State Laws, Town policies and bylaws, and relevant state, federal, and local regulations and standards, referring all unusual cases to supervisor.

Supervision Given: May assist and train new Police Officers during the training period. May act as a shift supervisor.

Job Environment:

Majority of work is performed outdoors, with frequent exposure to varying weather conditions and situations endangering personal safety. Wears and maintains the appropriate uniform and equipment. Hours are varying shifts including evenings and weekends.

Operates police cruiser, computer, telephones, and other standard office equipment, including all police related equipment and firearms. Patrolmen may operate an ATV, motorcycle or a mountain bike.

Makes frequent contacts with the general public, other law enforcement and rescue organizations, dispatchers, fire department, other town departments / officials, members of the court system, hospital staff, business owners, department of social services and civic groups. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information, such as highly sensitive personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could cause confusion, damage or delay and could be costly to correct; errors in some instances could jeopardize personal safety, the safety of fellow officers and the general public to include injury, loss of property and may also have legal ramifications.

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.)

- Exercises authority consistent with the obligations imposed by the oath of office and according to the established rules and procedures.
- Enforces all state and local laws and bylaws within the police area of responsibility.
- Detects and prevents crime through patrol either in a cruiser or on foot. Patrols are assigned areas for general purposes of crime prevention, law enforcement, protecting life and property and preserving the peace.
- Identifies criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Becomes and remains familiar with geographical locations, known offenders, neighborhood routines and potential problem areas.
- Monitors radio calls; communicates with radio dispatcher and responds to complaints, reports of criminal events, requests for law enforcement and domestic or public disputes.
- Assumes command of all incidents until relieved by a superior officer.
- Ensures the proper disbursement of personnel and resources during his/her tour of duty.
- As the officer in charge, supervise dispatch personnel and is responsible for all log entries during his/her tour of duty.
- Maintains discipline as dictated by the department's rules and regulations.
- Report violations of the rules and regulations, nonconformity to policy and procedures and any misconduct by department personnel to a superior officer in a timely manner.
- Investigates or supervises the investigation of criminal activity within this jurisdiction and within other jurisdictions as assigned by the Chief of Police or superior officer.
- Assists all persons needing police assistance.
- Answers calls and complaints involving drunkenness, domestic disputes, robberies and other misdemeanors and felonies.
- Performs public assembly building security checks.
- Observes and interrogates suspicious persons.
- Reports fires.
- Checks schools, parks, and playgrounds.
- Conducts traffic management and control activities, including the use of RADAR and LIDAR.
- Directs and expedites the flow of traffic at the scenes of accidents and during periods of traffic congestion to ensure the free flow of traffic and the safety of pedestrians.
- Enforces parking bylaws and motor vehicle laws in patrol area.
- May issue traffic/parking citations and warnings.
- Preserves any crime scene and conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
- Conducts accident investigations, including securing the scene, interviewing principals and witnesses, taking written statements; examines vehicles in roadways; takes necessary street measurements, clears the scene of obstruction and wreckage and drafts accident report as necessary.

- Provides first aid and emergency medical services to persons who are seriously ill or injured until relieved by a provider of equal or greater training.
- Participates in searching and booking persons arrested; fingerprints suspects and prisoners; may photograph persons arrested; prepares necessary reports.
- Prepares cases for court in conjunction with court officers; testifies as necessary.
- Serves and makes appropriate disposition of court papers.
- Reports to the proper department or agency matters affecting public safety, including but not limited to the following; malfunctioning streetlights, tree hazards, flooding, downed electric wires and any other conditions that may pose a danger to public safety public safety.
- Assists citizens requesting assistance or information.
- Counsel juveniles and adults when necessary referring them to persons or agencies where they can obtain further assistance.
- Maintains weapons, equipment, and vehicles in a functional and presentable condition; reports all defects and damages.
- Secures and properly transports all evidence and property coming into police custody. Ensures that all property is inventoried and receipts are given when necessary.
- Completes detailed reports on all crimes, vehicle accidents, and other incidents requiring police attention.
- If properly certified, may investigate serious accidents.
- May be assigned to specialized duties as directed by the Chief of Police in accordance with policies and procedures.
- Performs similar or related work as required.

Recommended Minimum Qualifications:

Education and Experience:

- An Associate's degree or the equivalent in a criminal justice discipline or related field is required.
- Employee must be or have the ability to become a certified graduate from a full-time or part-time MPTC Recruit Academy with current certificates of training mandated by the Massachusetts General Laws.

Special Requirements:

- Possession of a valid motor vehicle operator's license
- Police Academy Graduation
- Training and qualification in the use of firearms
- Certification in CPR, AED, and First Responder
- Breathalyzer Test operator certification
- RADAR/LIDAR certification
- Incident Command Training
- Field Sobriety training
- LEAPS certificate
- E-911 certificate

Knowledge, Ability and Skills:

Knowledge:

- Working knowledge of the statutes, local laws, bylaws, law enforcement rules and regulations, and the court system.
- Thorough knowledge of rules of conduct as they pertain to a law enforcement officer carrying out their duties (i.e., arrest, search and seizure, investigative detention, Miranda warnings, use of force, etc.).
- Thorough knowledge of police facilities, equipment and operations.

- Knowledge of the rules and regulations, which govern the use of force, police pursuits, roadblocks, and other emergency tactics when attempting to apprehend fleeing violators.
- General knowledge of relevant criminal law, case law, and juvenile law.
- Knowledge of court proceedings including motions, hearings, jury trials, grand jury, appeals, restraining orders, superior court, admissibility of statements or evidence in accordance with law.
- Knowledge of dispatch operation, including LEAPS, radio operation among all agencies, 911 responsibilities.
- Working knowledge of relevant computer applications.
- Knowledge and familiarity with the town and surrounding area.

Ability:

- Ability to enforce the law impartially and to make sound judgments under stressful situations.
- Ability to communicate clearly and concisely.
- Ability to analyze and interpret laws, ordinances, rules, regulations, standards, and procedures and to apply them to specific situations and cases.
- Ability to conduct thorough criminal investigations and investigations into other matters presented on a case-by-case basis.
- Ability to operate a computer.
- Ability to handle multiple tasks at one time.
- Ability to remember names, faces, and details of incidents.
- Ability to maintain records and prepare reports.
- Ability to work without direct supervision.

Skills:

- Good problem solving skills.
- Skills in operating the above mentioned tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical agility is required to access all types of areas. Regularly required to walk, talk, run, stand, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing in excess of 100 pounds. May be required to physically restrain person(s) during arrests using standard police procedures. Eyesight, including corrected eyesight, with regards to close vision, distance vision, color vision and depth perception is required to perform the job.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)