

PROCEDURE FOR HIRING OF FULL-TIME POLICE OFFICER

Based upon the discussion of the Board of Selectmen, the following procedure has been adopted re the hiring of police officers of the Southborough Police Department.

1. Advertisements will be placed on the department website and Facebook page *www.southboroughpd.com*. A copy of the advertisement is attached.
2. Applications will be received no later than 4:00pm on the date stated in the advertisement.
3. The application document will be picked up at the Southborough Police Station, 19 Main St., Southborough or downloaded from *www.southboroughpd.com*. The application package shall consist of
 - a copy of this procedure
 - a copy of advertisement
 - a copy of job description and requirements
 - a copy of the application itself to be filled out and submitted
4. Only applications delivered to the Chief of Police in sealed envelopes will be accepted for this position.
5. All applications upon receipt in the Police Department will be stamped as received, with the date and time of receipt and will be signed by the officer or dispatcher receiving it if Chief is not present at that time. All of these applications will be left for the Chief to open.
6. Upon opening, the Chief will number each application in sequence and record on a separate sheet of paper, the name and address of each individual applicant corresponding to the application number.
7. At the close of the deadline for receipt of applications, the Chief of Police will review all applications, resumes, transcripts, letter of recommendation, etc, and shall establish a list of candidates chosen to be interviewed.
8. The Chief, and/or his designees shall conduct initial interviews of the pool of candidates. A semi-finalist list will be established and those candidates will be interviewed by the Chief of Police and the Town Administrator. A list of finalists will then be recommended to the Board of Selectmen for a final interview. The Board will appoint the successful candidate.
9. After the successful applicant has been chosen and appointed to the Southborough Police Department, all unsuccessful applicants will be notified, promptly, in writing, of the Board's decision.

To the applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal Law prohibits discrimination on the basis of age with respect to certain individuals. The Laws of Massachusetts also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status, or physical or mental handicap or disability.

Public Safety Employees must meet the minimum requirement for physical fitness in accordance with M.G.L. Chapter 31, sections 61A,61B, and M.G.L. Chapter 32, section 5 (3) (e). M.G.L. Chapter 41, section 101A prohibits hiring any individual, who smokes any tobacco product, for public safety positions.

This application is to be completed fully and accurately. All statements in your questionnaire are subject to verification and any incorrect statements may bar or remove you from employment. All information is to be printed (black ink only), or typewritten.

POLICE OFFICER

A. SUMMARY

A police officer shall be responsible for the efficient performance of his/her duties in conformance with the rules, regulations, and policies contained in this job description.

His/her duties shall consist of, but are not necessarily limited to a number of general policy responsibilities necessary to the stability and safety of the community. He/she shall be expected to:

1. Identify criminal offenders and criminal activity, and where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through prevention patrol and other measures.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.
8. Provide other services on an emergency basis.
9. Perform such other related duties as assigned.

B. SUPERVISION RECEIVED

1. Works under the general supervision of a superior officer(sergeant or above.)

C. ESSENTIAL FUNCTIONS

The essential functions or duties listed below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty function does not exclude that duty or function from the position.

1. Exercise authority consistent with the obligations imposed by his/her oath of office and be accountable to his/her superior officers, promptly obeying legitimate orders.
2. Coordinate his/her efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Communicate to his/her superiors and to fellow officers all information he/she may obtain which is pertinent to the achievement of police objectives.
4. Respond punctually to all of his/her duties.
5. Acquire and record information concerning events that have taken place since his/her last tour of duty.
6. Record his/her activity during his/her tour of duty in the manner prescribed by his/her superiors. Complete detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with required incident and crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigative report.
7. Maintain his/her weapons and equipment in a functional, presentable condition, including departmental equipment.
8. A patrol officer must be able to engage in lawful physical combat to carry out law enforcement duties.
9. A patrol officer must be able to use a firearm accurately and restrain the use of a weapon only to those times when it is lawful to use such force.
10. A patrol officer must be physically fit. The patrol officer's work involves constant physical effort and involves standing, walking and driving for long periods of time. Physical agility is required so the patrol officer can access all types of areas. In emergencies, the patrol officer will be required to use his/her hands and fingers to

operate firearms and other police equipment. At times, the patrol officer may be required to push, climb, stoop, kneel, crawl, run and reach with hands and arms. On other occasions, the patrol officer will be required to lift weights and sit for long periods of time. In addition, the patrol officer frequently is required to physically restrain persons during arrest using standard police procedures. The patrol officer is required to have good vision, and, therefore uncorrected distant vision should be greater than or equal to 20/200(Snellen binocular), unless correctable to greater than 20/25(Snellen binocular). Patrol officers near vision should be greater than or equal to 20/40(Snellen binocular). The patrol officer's color vision should be sufficient to distinguish the colors red, yellow, green. The patrol officer must be able to hear and understand voices and sounds.

11. A patrol officer must comply with any and all rules, regulations, state and federal laws, charters, ordinances and by-laws, on and off duty.
12. A patrol officer must be mentally fit and able to handle very stressful situations frequently, including exposure to personal physical danger.
13. Assist citizens requesting service, assistance, or information and courteously explain any instance where jurisdiction does not lie with the Police Department, suggesting other procedures to be followed.
14. Be accountable for the securing, recording, labeling, and proper transporting of all evidence and property coming into his/her custody.
15. Be alert to the development of conditions tending to cause crimes, take preventive action to correct such conditions, and inform his/her superiors as soon as the situation permits.
16. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. He/she shall collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders and the recovery of property.
17. Patrol assigned area for general purposes of crime prevention and law enforcement. Pay special attention to any conditions conducive to crime or indicative of criminal activity. Patrol includes: apprehending persons violating the law or wanted by the police; public assembly checks; building security checks; observations and interrogation of suspicious persons; issuing traffic citations; locating fires. Also, reporting streetlight and traffic signals out of order; street hazards and any conditions that endanger public safety; checks of the schools, parks and playgrounds; responding to any emergency.
18. Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first aid to persons who are seriously ill or injured. Assist persons needing police services.

19. Answer questions asked by the general public; counsel juveniles and adults when necessary, and refer them to persons or agencies where they can obtain further assistance.
20. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
21. Serve warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
22. Testify in court proceedings. Confer with court prosecutors.
23. If assigned to operate a motor vehicle, see that it is well-maintained mechanically and that it is kept clean both inside and out. Inspect the vehicle at the beginning of tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures. Use the call number assigned to the officer to keep in contact with headquarters. Operate a radio in line with FCC regulations and current departmental procedures.
24. Remain on his/her assigned route throughout his/her tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the dispatcher has issued such authorization.
25. Patrol every part of his/her beat giving particular attention to and frequently rechecking, locations where the crime hazard is great. Insofar as possible, he/she shall not patrol his/her area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.
26. Be alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health or convenience of the public within his/her patrol area.
27. Take measures to direct the flow of traffic in his/her area during periods of congestion. If more than a temporary absence from his/her regular duties is required, notify the commanding officer.
28. Make periodic reports to the police station.
29. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy and federal regulations concerning use of radios.
30. Observe the following when assigned to traffic duty:
 - a. Direct and expedite the flow of traffic at assigned intersections keeping in mind his/her duty as a traffic police officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
 - b. Enforce the parking ordinances and motor vehicle laws in his/her area.
 - c. When called from the traffic post for emergency police service, respond immediately and notify the station at the earliest possible opportunity.

- d. Wear the prescribed traffic safety clothing and equipment.
31. Partake in community policing programs as part of regular patrol duties.

D. QUALIFICATIONS

1. Education and Experience. A patrol officer at a minimum must have graduated from high school or the equivalent. The patrol officer must have ability to attend and must successfully complete the Massachusetts Criminal Justice Training Academy or a similar program of instruction as accepted by the Massachusetts Criminal Justice Training Council; or any equivalent combination of education and experience. Preference given to applicants with college education from an accredited college. Must be computer literate.
2. Special Requirements: A patrol officer must have and maintain a valid Massachusetts Class D Motor Vehicle Operators' License. The patrol officer must have ability to be trained and maintain certification and use of firearms, breathalyzer, O.C., first-aid, CPR, and defibrillator.
3. (a) Physical Requirements: The patrol officer must have the ability to pass a medical examination related to the essential functions of the job as a condition of his/her employment upon being offered a patrol officer position.

(b) Physical Fitness: A patrol officer must have physical fitness to do the job.
4. (a) Ability: The patrol officer must be able to enforce the law impartially and to make sensible judgments in stressful situations. The patrol officer must be able to communicate clearly and concisely both orally and in writing, and to follow detailed instructions, The patrol officer must have the ability to analyze and interpret laws, by-laws, rules, regulations, standards and procedures, and be able to apply them to specific situations and cases. The patrol officer must be able to conduct all investigations thoroughly.

(b) Skill: A patrol officer must possess good problem solving skills and excellent communication skills. Also, must be able to exercise sensible judgment and to adapt to various situations. A patrol officer must be able to deal with dangerous situations.