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Date: February 08, 2024

Job Title: Full-Time Patrol Officer

Job Posting: The Newbury Police Department is seeking a qualified, full-time academy trained police officer

Minimum Qualifications:

- Must possess a valid MPTC Recruit Officer Course (ROC), full-time officer certificate;
- A minimum of one (1) year experience working in a law enforcement setting (preferred);
- Experience with IMC computer systems (preferred);
- Must possess the ability to have a valid License To Carry a Firearm;
- Must be at least 21 years of age;
- Must possess and maintain a valid driver's license;
- Must pass a background investigation;
- Must pass a psychological examination;
- Must pass a physical fitness examination;
- Must be able to obtain and maintain certification as a law enforcement officer by the Peace Officer Standards and Training (POST) Commission; and
- Must be fluent in spoken and written English, even if English is not your first language.

Job Description:

A patrol officer shall be responsible for the efficient performance of their duties in conformance with the rules, regulations, and policies of the Newbury Police Department.

Their duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community.

A patrol officer shall be expected to:

1. Identify criminal offenders and criminal activity, and where appropriate, apprehend offenders and participate in the subsequent court proceedings;
2. Reduce the opportunities for the commission of crime through preventive 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 within the community;
7. Promote and preserve the peace;
8. Provide other services on an emergency basis; and
9. Perform such other related duties as assigned by a supervisor.

Duties and Responsibilities:

It is the duty and responsibility of a patrol officer to:

1. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to their superior officers, promptly obeying legitimate and lawful orders;
2. Coordinate efforts with other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of police objectives;
3. Communicate with superiors and fellow officers all information they may obtain which is pertinent to the achievement of police objectives;
4. Respond punctually to all assignments;
5. Acquire and record information concerning events that have taken place since the last tour of duty;
6. Record tour of duty activity in the manner prescribed by the superiors which includes but is not limited to:
 - a. Complete detailed reports on all crimes, vehicle accidents and other incidents requiring police attention;
 - b. In cases where an arrest is made, an arrest report is submitted along with the required crime reports; and
 - c. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.
7. Maintain weapons and equipment in a functional, presentable condition;
8. Assist citizens requesting services, assistance, or information and courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed;
9. Be accountable for the securing, receipting, and the proper transporting of all evidence and property coming into his/her custody;
10. Be alert to the development of conditions tending to cause crime, take preventive action to correct such conditions, and inform his/her superiors as soon as the situation permits;

11. 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 the identification, apprehension and prosecution of offenders and the recovery of property;
12. Patrol an 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:
 - a. Apprehending persons violating the law or wanted by the police;
 - b. Public assembly checks;
 - c. Building security checks;
 - d. Observation and interrogation of suspicious persons;
 - e. Issuing traffic citations;
 - f. Locating fires or other hazards;
 - g. Reporting street light and traffic signals out of order, street hazards and any conditions that endanger public safety;
 - h. Checks of schools, parks and playgrounds; and
 - i. Responding to any public emergency
13. Respond to situations brought to their 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;
14. 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;
15. Preserve the peace at public gatherings, neighborhood disputes and family quarrels;
16. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately; when so directed by a superior officer;
17. Confer with court prosecutors and testify in court;
18. If assigned to operate a motor vehicle, see that it is well maintained which includes:
 - a. Its mechanically sound;

- b. It is kept clean both inside and out;
 - c. Inspected at the beginning of the tour of duty for any defects or missing equipment;
 - d. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures;
 - e. Use the call number assigned to the car to contact Newbury Control; and
 - f. Operate the radio in line with FCC regulations and current Departmental procedures.
19. Remain on the assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the dispatcher has issued such authorization;
20. Patrol every part of the sector giving particular attention to and frequently rechecking locations where the crime hazard is great. In so far as possible, the patrol officer shall not patrol the area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location least expected;
21. 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 the assigned patrol area;
22. Take measures to direct the flow of traffic in the assigned area during periods of congestion. If more than a temporary absence from regular duties is required, notify the Commanding Officer;
23. Make periodic reports to Newbury Control;
24. Keep radio equipment in operation at all times and be thoroughly familiar with Departmental policy concerning use of the radios;
25. Observe the following when assigned to traffic duty:
- a. Direct and expedite the flow of traffic at assigned intersections, keeping in mind their duty as a traffic patrolman in preventing accidents, protecting pedestrians and ensuring the free flow of traffic;
 - b. Enforce the parking ordinances and motor vehicle laws in the patrol area;
 - c. When called from a traffic post for emergency police service, respond immediately and notify the station at the earliest possible opportunity; and
 - d. Wear the uniform of the day and prescribed traffic safety clothing and equipment;
26. Act as an Emergency Communications Officer when assigned; and

27. Be familiar and in conformance with Policies & Procedures *Ch-5 § 5.8.*

Salary and Benefits Summary:

Hourly wages: Currently, the Newbury Police Department offers three steps increases

- a. 1st step patrol officers receive \$26.16 per; hour
- b. 2nd step patrol officers receive \$27.44 per hour; and
- c. 3rd step patrol officers receive \$31.73 per hour.

(starting step may be determined based on experience & qualifications)

Differential: Evening Shift (6%) / Overnight Shift (8.5%)

Overtime: Time-and-a-half

Vacation Time: Eighty (80) hours paid vacation to be used each fiscal year with increases in accordance with the Collective Bargaining Agreement.

Sick Time: Ten (10) hours of sick leave pay for each month of service with a maximum accrual of one thousand four hundred and forty (1,440) hours.

Personal Hours: Sixteen (16) hours per fiscal year.

Retirement: Included in Essex County Municipal Retirement.

Clothing: \$1,300.00 per fiscal year.

Benefits: Benefits eligible position.

Application Process:

Interested and eligible candidates must submit a resume and letter of interest outlining your qualifications to Deputy Aaron Wojtkowski. This position will remain posted until filled.

Newbury Police Department
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The Newbury Police Department is an Equal Opportunity Employer