

TOWN OF MARLBOROUGH

Job Description: Constable (Part Time)

Position: Part-time Constable

Department: Marlborough Police, under the supervision of Connecticut State Police

Reports to: Constable/Director of Public Safety Services, under supervision of CT State Police

Work Hours: 20-25 hours per week; will include evenings and weekends

Summary:

Constables shall be responsible for the efficient and effective performance of required duties in conformance with accepted police practices and procedures. Duties shall consist of, but are not limited to those general police responsibilities necessary to ensure the safety of the community including protecting life and property and enforcing criminal laws, traffic laws and local ordinances. Constables are responsible for the prevention, detection and investigation of crime, and for maintaining law and order.

Supervision Received:

Constables shall work under the direction of the Constable / Director of Public Safety Services in consultation with the First Selectman

Supervision Exercised:

None, unless specifically assigned

Minimum Qualifications:

Minimum requirements include: Connecticut P.O.S.T. certified Officers or recently retired Officers or State Troopers (in good standing), valid CT driver's license, minimum of 21 years old, High School diploma or G.E.D., CT certified EMT or EMR, or able to become certified in reasonable time frame. The ability to meet or exceed all entry exams including but not limited to written exam, oral exam, physical agility, extensive background investigation, psychological exam, polygraph exam, physical exam and a drug screen.

Essential Duties & Responsibilities:

1. Understand all State Police and Departmental rules, regulations and policies and all Town Ordinances.
2. Patrol the Town of Marlborough to detect and deter criminal activity and maintain order.
3. Identify and investigate criminal activity, and enforce criminal and motor vehicle laws.
4. Reduce the opportunities for the commission of crime through community engagement, preventative patrols and other measures.
5. Carry out investigations to prevent crimes or to solve criminal cases including gathering evidence, investigating suspicious persons and interviewing witnesses.

6. Arrest and/or assist in the arrest of criminal suspects, search prisoners and transport prisoners to detention facility, as necessary.
7. Photograph and or diagram accident or crime scenes as required to complete investigations; secure, document, properly transport, and log evidence and property.
8. Aid individuals who are in danger of physical harm.
9. Perform traffic and crowd control at town events.
10. Direct traffic at the scene of accidents, fires and other emergencies.
11. Respond to medical emergencies within the town and provide basic patient care until the arrival of local EMS personnel.
12. Prepare written reports as needed or requested.
13. Prepare incident reports, establish and maintain patrol files and other administrative investigations, and provide other services on an emergency basis consistent with departmental policy.
14. Coordinate efforts with those of other members of the department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
15. Respond punctually to all assignments and provide a high level of service to the public; maintain weapons, uniforms and equipment in a functional and presentable condition.
16. Respond to citizens requesting assistance and information.
17. Serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately; testify in court and present evidence in cases in which the officer has participated.
18. Immediately report any incidents of suspected abuse or neglect involving a child or the elderly; coordinate activities and participate with the Dept. of Children and Families, schools, Andover Hebron Marlborough (AHM) Youth and Family, social services and other town departments in neglect and abuse cases or as needed.
19. Coordinate activities with other town departments, including Animal Control, Public Works, Board of Education, Public Health and surrounding police agencies.
20. Participate in departmental meetings and training programs.
21. Perform other duties as assigned or become necessary.

Knowledge, Skills and Abilities:

1. Must have working knowledge of current Connecticut criminal law and procedures.
2. Demonstrate the ability to apply principles of logic or police investigation techniques to define problems and collect data/information.
3. Must have the ability to establish facts and draw valid conclusion.
4. Must be able to interpret a variety of instructions and written oral or diagrammatic form.
5. Must be able to condense a variety of information into concise and clear written reports.
6. Must possess the ability to speak before a group of people with poise; voice control and confidence is desirable.
7. Must have the ability to accurately read road maps.
8. Must be able to clearly and accurately communicate with others in person, in writing, by digital device, via phone and radio.

Required Certifications / Licenses:

1. Connecticut P.O.S.T. certified
2. Valid Connecticut Motor Vehicle Driver's License
3. Certified as a Connecticut Emergency Medical Technician or Emergency Medical Responder (or able to become certified in a reasonable period of time.)

Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 – 2/3	Over 2/3
Outdoor Weather Conditions				X
	None	Under 1/3	1/3 to 2/3	Over 2/3

Work in high, precarious places		X		
Work with or in Presence of Hazardous Materials		X		
Work with Bio Hazards (blood and other body fluids)		X		
Work near moving mechanical parts Work Environment Cont.		X		
Risk of electrical shock		X		
Working on Roadway / in traffic		X		
Working under stressful conditions			X	
Exposure to Computer Keyboard /Screen			X	

Physical Activity

	None	Under 1/3	1/3 – 2/3	Over 2/3
Standing			X	
Walking/Running			X	
Sitting /Driving				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
	None	Under 1/3	1/3 – 2/3	Over 2/3

Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling		X		
Bending, pulling, pushing		X		
Physical Altercations		X		
Shooting		X		

Lifting Requirements

	None	Under 1/3	1/3 – 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 – 2/3	Over 2/3
Very Quiet (forest, isolation)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic) Noise Levels Cont.		X		

Please Note: This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.