



TIVERTON POLICE DEPARTMENT

SUBJECT: Job Descriptions	GENERAL ORDER NO. 200.20
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PER ORDER OF: <i>Thomas Blakey</i> Thomas Blakey, Chief of Police	EFFECTIVE DATE: 09/16/2014
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NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

INDEX WORDS: Chief of Police, Captain, Lieutenant, Staff Lieutenant, Sergeant, Detective, Patrol Officer, School Resource Officer, Armorer, Firearms Qualification Officer, Field Training Officer, Records Clerk, Communications Center Operator, Police Secretary, Animal Control Officer, Special Police Officer.

I. POLICY:

It is the policy of the Tiverton Police Department to provide each employee with a written job description that outlines their duties.

II. PURPOSE:

The purpose of this policy is to create a written job description for each personnel position within the Police Department. In that way, all employees will know what is expected of them, the task of personnel evaluation will be made easier, and by identifying the essential elements of each personnel position. Job descriptions provide key elements in achieving more effective management and supervision. The department will be able to better target its recruiting efforts as well as complying with the provisions of the Americans with Disabilities act. Job descriptions shall be available to all personnel.

III. JOB DESCRIPTIONS

The following are the formal job descriptions for each personnel position within the Tiverton Police Department:

A. CHIEF OF POLICE

JOB SUMMARY:

The Chief of Police is responsible under the general direction of the Town Administrator for the overall management and direction of the Tiverton Police Department in enforcing the laws of the State and ordinances of the Town. The Chief shall exercise the powers and perform the duties imposed by law upon and required of Police Departments and their Chiefs. The Chief is appointed for a three (3) year term by the Town Administrator under a contractual arrangement and may be demoted, suspended or dismissed without cause. The Chief is eligible for reappointment for successive three (3) year terms at the discretion of the Town Administrator, provided that he or she shall pass a physical examination prior to each reappointment, and further provided that the reappointment shall be on a contractual basis.

SUPERVISION RECEIVED:

Appointed by and directly responsible to the Town Administrator, the Chief of Police operates with considerable independence, latitude and personal judgment. The Town Administrator through conferences, reports, and departmental performance reviews the Chief's work.

SUPERVISION EXERCISED:

The Chief of Police is the ranking command officer in the Police Department and supervises directly, or through subordinate command level personnel and supervisors, a staff of law enforcement, communications center, and support personnel. The Chief advises the Town Administrator relative to the appointment and promotion of subordinate officers and consults with the Town Administrator regarding the Administrator's recommendations to the Town Council for further organization of the Police Department into divisions, offices or grades. The Chief makes recommendations to the Town Administrator relative to the issuance and timely updating of rules and regulations governing the Police Department.

The Chief has the authority and responsibility to direct and control all employees of the Police Department in the day to day performance of their official duties, to maintain the efficiency of police operations, to oversee the efficient and economical use of police facilities and equipment, and to take reasonable action to carry out the purposes of the Police Department that may arise in emergency situations, including circumstances of a critical nature calling for immediate action to protect the public interest.

The Chief is responsible for the periodic performance evaluation of departmental personnel and for administration of discipline consistent with the provisions of State law, the Town charter, and the collective bargaining agreement. The Chief is responsible for the department's compliance with Rhode Island police training laws and regulations, including but not limited to those that affect the hiring, initial and ongoing training of police officers.

EXAMPLES OF DUTIES:

Establishes department values, mission statements, goals and objectives and long-range plans consistent with the policies of the Town Administrator, based upon the needs of the Town and the Police Department, and continually evaluates the effectiveness and responsiveness of the Department.

Directs, coordinates, and keeps apprised of all department procedures, practices and functions; establishes and maintains formal channels of communications through which information must flow and specific authority is delegated; takes necessary steps to improve police operations. Reviews department activities to determine problem areas, crime trends, and the need for special action. Reviews, researches, and delineates laws and ordinances.

Conducts staff meetings, reviews schedules and personnel plans, and maintains discipline within the department. Solves personnel problems in accordance with established Town policy and the collective bargaining agreement, such as discipline, scheduling, morale and training. Initiates and reviews investigations of cases of alleged or apparent misconduct of personnel. Reviews the workload and productivity of officers.

Cooperates with other Town, State and Federal law enforcement officials in the apprehension and detention of wanted persons and with other Town departments as a member of the Town Administrator's management team and where activities of the Police Department are involved.

Serves as primary representative of the department with civic organizations, public interest groups, elected representatives, and schools by attending meetings related to public safety problems and enforcement. Oversees the preparation and dissemination of information to the news media consistent with laws pertaining to freedom of information and confidentiality of records. Testifies at Law Enforcement Officers Bill of Rights hearings as required.

Oversees development of the departmental budget and presents annual budget requests to the Town Administrator. Administers departmental budget in accordance with established Town policy. Oversees departmental billings for outside work and other charges. Oversees the development of work schedules, the approval of leave for employees, approval of request from officers to engage in outside employment, administration of mutual aid pacts, and the issuance or denial of various licenses and permits. Oversees the maintenance of adequate inventory records of department-owned property and the proper chain of custody and security of evidence and recovered property in the hands of the department.

Advises and assists department personnel in non-routine matters and personally participates in more difficult police problems. Arranges for the proper prosecution of department cases before the district court and at motor vehicle hearings, and monitors the results of the prosecution function.

Provides necessary oversight of the department's overall training program and monitors it to ensure that all training activities are consistent with department goals and objectives.

Arranges for traffic surveys. Determines that the department is maintaining an adequate traffic law enforcement effort targeted at reducing traffic collisions and relieving congestion. Determines that an adequate records system is in place to provide management information for the administration of the department, including information for an Annual Report, and submission of the necessary reports such as Uniform Crime Reports and Traffic Accident Reports to the appropriate authorities.

May assume field command at the scenes of natural disasters, serious crimes and other emergencies.

As a sworn police officer, takes appropriate action upon observing law violations or when necessary to keep the peace or to provide emergency assistance to other officers.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED

Must be able to carry out law enforcement functions in an emergency, including the ability to make physical custody arrests, search and handcuff prisoners if required.

Must be able to qualify with service weapon and utilize other self-defense equipment.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to use physical force when necessary to defend self or third parties or to make arrests.

Must be capable of occasional strenuous activities to accomplish police purposes.

Must be able to hear well enough in person and over the radio or telephone to distinguish direction and content of conversations even in the presence of background noise.

Must be able to see well enough to read and fill out forms in artificial lighting conditions.

Must be able to use a personal computer for word processing functions and to query various databases.

Must be able to stand or sit for protracted periods of time such as in the operation of a command post.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress, and have no mental disease or defect that would impair clear judgment and appropriate behavior..

Performs other related duties as required.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of the principles and practices of modern police administration and police methods. Extensive knowledge of the standards by which the quality of police services is evaluated and the use of police records and their application to police administration. Thorough knowledge of statutes, court decisions and ordinances relating to law enforcement. Ability to plan, organize, staff, direct and control the work of a number of subordinates performing varied operations connected with police activities. Ability to develop proper training and instructional procedures. Ability to establish and maintain effective working relationships with other Town officials, State and Federal authorities, civic leaders, and the public. Ability to read, interpret, understand and explain complex written materials pertaining to criminal justice and public administration. Ability to prepare and present effectively, oral and written material pertaining to the activities of the department.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's degree in Criminal Justice, Police Administration, or related field with course work in management and budgeting and significant, progressively responsible experience in law enforcement management and supervision preferred, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge's, skills and abilities..

United States citizen, at least 21 years of age.

Ability to meet certification requirements of the Rhode Island Police Academy at the appropriate level, and possess a valid driver's license.

At least five (5) years of experience at or above the rank of Lieutenant in any organized police department.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

May occasionally require strenuous physical effort in carrying out law enforcement tasks; job stress varies and will tend to be unpredictable in nature.

B. CAPTAIN

JOB SUMMARY:

Assists with overall department direction by managing and overseeing the three major divisions in the Police Department. Exercises considerable discretion, guided by the goals, objectives, policies and procedures established by the Police Chief. Serves as primary advisor to the Chief, formulates policy and procedure recommendations for approval. Takes command responsibilities during highly sensitive incidents and serves as the liaison between the department and a variety of local, state and federal agencies. In the absence of the Chief, may be designated to assume command of the entire police department, within the limits established by law and departmental policy.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Police and holds subordinates accountable for carrying out the work of the unit. The Chief, through conferences and reports, reviews the Captain's work.

EXAMPLES OF DUTIES:

Develops an inspection system and performs periodic inspections of the divisions. The Captain may also perform staff inspections of other units at the Chief's request.

The Captain assists the Chief of Police in developing the goals and objectives for the police department. Ensures that the work of the divisions is carried out expeditiously and efficiently and that its goals and objectives are achieved and are consistent with the policies, objectives, tone and philosophy set for the department by the Chief.

Monitors morale, administers discipline (with approval of the Police Chief) within the department and advises the Chief of problems and possible solutions.

The Captain may assist the Chief with high-level staff work such as preparing the annual budget, overseeing major purchases or projects, resolving labor-management problems, representing the Chief at meetings, overseeing internal investigations and

prosecuting at disciplinary hearings. The Captain will meet at least informally on a daily basis with other command staff personnel to coordinate efforts.

Occasionally comes to headquarters at odd hours to determine that employees are productively engaged, and tours the Town to determine conditions on beats. Occasionally accompanies cruiser officers on their rounds.

The Captain will utilize a variety of management information, statistics and reports to oversee department operations.

Read daily dispatch reports, inquiring into any unusual situations noted. Periodically makes calls at random citizens who have made calls for service or received traffic citations to determine how they viewed their encounter with an officer.

Holds regular meetings with subordinates.

Advises and assists subordinates with difficult or unusual problems.

Participates in departmental policy making and assist the Chief in drafting staff proposals.

Evaluates performance and discipline and ensures that reports are submitted as required.

May be required to take charge at the scene of major operations such as natural disasters, hostage situations or major felonies.

May be required to act as division commander in the absence of a Lieutenant.

The Captain may occasionally perform regular law enforcement functions such as making arrests and responding to calls.

PHYSICAL SKILLS REQUIRED:

The Captain must be able to perform basic law enforcement functions when required, such as making arrests, searching and handcuffing prisoners.

Must be able to qualify with service weapon and utilize chemical spray, baton, and other self-defense equipment.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to use a personal computer to type reports, and access databases for criminal and motor vehicle information, as well as for management information.

Must be able to use physical force to gain entry to premises or subdue or control violent persons.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to hear well enough to distinguish direction and content of conversations in person and over the telephone and radio, even in the presence of background noise.

Must be able to see well enough to read and fill out forms in artificial lighting.

Must be able to speak English well clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands in a crowd control situation.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long and short-term stress.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of modern police practices, techniques and methods. The Captain will have thorough knowledge of applicable State and Federal law and court decisions and Town ordinances, and of all departmental rules and regulations. Must possess considerable knowledge of the principles and practices of police administration. Ability to analyze complex problems, organize and direct the work of a staff of subordinates, advise, instruct and train personnel. Ability to write and speak effectively, deal with the public diplomatically and establish effective working relationships with individuals and groups. Skill in the use of firearms and police equipment. Possess the ability to utilize a personal computer system sufficiently to perform basic word processing functions and access the department's database and electronic mail system. Must be able to read, comprehend, interpret and explain complex written materials pertaining to law enforcement.

TEST AND OTHER QUALIFICATIONS REQUIRED:

Minimum qualifications established for a Patrol Officer.

The Captain must have held the rank of Lieutenant within the Tiverton Police Department.

The promotional process for the rank of Captain will be in accordance with the collective bargaining agreement between the Town of Tiverton and the International Brotherhood of Police Officers (IBPO) Local # 406.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Work involves occasional strenuous exertion and considerable mental stress. Generally performed indoors, with occasional exposure to the elements or requirement to sit or stand for protracted periods of time.

C. LIEUTENANT (UNIFORM AND DETECTIVE)

JOB SUMMARY:

Performs highly responsible administrative and supervisory work in planning, organizing, and directing the activities of a sub-component or a division within the Police Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Captain. May occasionally perform staff work directly for the Chief of Police. Work is performed independently within established laws, policies, and regulations and is reviewed through conference and reports. All work is subject to the direction and control of the Captain.

SUPERVISION EXERCISED:

Supervision is exercised directly or through subordinate supervisors over staff of uniform and/or civilian employees; evaluates, and recommends selection, performance and discipline of assigned personnel.

EXAMPLES OF DUTIES:

Plans, organizes, and directs the programs and activities of a sub component or a division. Reviews activities through reports prepared by subordinate offices, conferences with personnel and on-site inspection or participation. Coordinates shift functions, including: organizing and conducting personnel training programs; improving working conditions for maximum efficiency and morale; using statistics and performance evaluations for individual guidance and improvement; ensuring the proper and economical use of police manpower, property and equipment; and, promoting personnel safety.

Develops scheduling, staffing and program plans, studies crime and other reports to determine trends, and makes recommendations for changes in organization and operating procedures to obtain the most effective results; organizes and assigns personnel as needed in special or unusual situations.

Participates in departmental policy making; attends and participates in staff meetings; may assist Captain in drafting special orders and operating procedures.

Evaluates performance and participates in selection of personnel. Ensures that all personnel are receiving adequate training to accomplish their tasks and recommends specific individual training as needed.

Ensures all reports submitted in accordance with department regulations and statutory requirements are complete, accurate and will follow-up where additional investigation is needed; interviews and interrogates victims, witnesses and suspected offenders. Ensures arresting Police Officer knows all necessary court data, witnesses are subpoenaed and evidence is collected. Appears in court to testify in traffic and criminal cases.

Serves as representative of the department at meetings and functions with the public and other public safety organizations. Provides assistance to persons who have questions or complaints concerning the department. Investigates public complaints concerning the conduct of police personnel.

Utilizes a variety of management information, statistics and reports to oversee sub component or division operations.

May assist with preparation and processing of petitions and ordinances for consideration by the Town Council.

Upon occasion, may perform duties incumbent of a Sergeant as required.

Will assist with prosecutions and arraignments when required. May testify at Law Enforcement Officers' Bill of Rights hearings or serve as a hearing officer.

May be required to oversee upkeep of police equipment, buildings and grounds, or the communications center functions.

Holds regular meetings with subordinates.

Reprimands officers promptly and privately for their errors, praising them promptly and publicly for noteworthy achievements, and documents these matters properly for use in personnel evaluations. Recommends disciplinary action to the Captain, and may relieve an employee from duty temporarily if he or she finds them unfit to perform.

Conducts internal investigations as directed by the Captain or the Chief of Police.

Leaves headquarters to observe the performance of officers in the field. Rides with officers occasionally to observe them at work.

May be required to take charge at the scene of major operations such as natural disasters, hostage situations or major felonies.

Responds as a cover unit on high-risk calls, physical custody arrests, personal injury traffic collisions, and crime scenes, to observe, assist, coach, and assume command if necessary.

Assists Patrol Officers and Sergeants in serving warrants, apprehending criminals, conducting raids, and transporting prisoners.

Ensures that all officers receive warrants, summonses, subpoenas, or other official papers; and serve, deliver, or perform their duties.

Responds to emergencies, incidents, or dispatches as required.

Prepares and maintains various reports and records. Evaluates the work of subordinates.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Must be capable of functioning as a line police officer, including the ability to make physical custody arrests of forcibly resisting persons, search and handcuff prisoners if required.

Must be able to qualify with service weapon and utilize baton and other self-defense equipment. This includes firing firearm from standing, crouched, kneeling and prone positions and from behind cover, clear weapon malfunctions, fire weapon in dark environment while using flashlight, discharge a shoulder weapon, and clear malfunctions in various firearms.

May be required to take charge at the scene of a natural disaster or major crime or emergency, coordinating the work of multiple units including those from other agencies rendering mutual aid assistance.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to use physical force to gain entry to premises and subdue or control persons, break up fights, disarm violent persons, etc.

Must be able to engage in foot pursuits of fleeing suspects, climb up and down stairs, over walls and fences, push motor vehicles and lift and carry heavy objects.

Must be able to hear well enough to distinguish direction and content of conversations even in the presence of background noise.

Must be able to see well enough to read and fill out forms in artificial lighting conditions, and able to aim and fire a weapon without corrective lenses in an emergency.

Must be able to stand or sit for protracted periods of time during surveillance situations, traffic duty, etc.

Must be able to use a personal computer to type reports and access database for wants and warrants information, etc.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress.

Ability to maintain the physical qualifications required by the department.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of modern police practices, techniques and methods; thorough knowledge of applicable Federal, State, and Town laws and ordinances, and of departmental rules and regulations;. Considerable knowledge of the methods and practices of police administration; ability to analyze complex police problems, ability to plan, organize, and direct the work of subordinates and to advise, instruct and train personnel. Ability to prepare search warrants, arrest warrants, and juvenile petitions. Ability to write and speak effectively; ability to deal with the public firmly and courteously and to establish effective working relationships with the public, news media, Town officials and others contacted in the course of work. Skill in the use of firearms and police equipment. Ability to read, interpret, analyze and explain complex written materials pertaining to law enforcement.

MINIMUM QUALIFICATIONS REQUIRED:

Minimum qualifications established for a Patrol Officer.

Must have held the rank of Sergeant within the Tiverton Police Department.

The promotional process for the rank of Lieutenant will be in accordance with the collective bargaining agreement between the Town of Tiverton and the International Brotherhood of Police Officers (IBPO) Local # 406.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Physical effort involves frequent standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions may be disagreeable due to variable climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.

D. STAFF LIEUTENANT

JOB SUMMARY

Performs highly responsible administrative and supervisory work in planning, organizing, and directing the activities of a sub-component or a division within the Police Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Captain who outlines departmental policies and regulations. May occasionally perform staff work directly for the Chief of Police. Work is performed independently within established laws, policies, and regulations and is reviewed through conference and reports. All work is subject to the direction and control of the Captain.

SUPERVISION EXERCISED:

Supervision is exercised directly or through subordinate supervisors over staff of uniform and/or civilian employees; evaluates, and recommends selection, performance and discipline of assigned personnel. Directly supervises Records Clerk (s), Control Center Operators, and Animal Control Officer (s).

EXAMPLES OF DUTIES

Plans, organizes, and directs the programs and activities of all administrative services. Reviews activities through reports prepared by subordinate officers, conferences with personnel and on-site inspection or participation. Coordinates shift functions, including: organizing and conducting personnel training programs; improving working conditions for maximum efficiency and morale; using statistics and performance evaluations for individual guidance and improvement; ensuring the proper and economical use of police manpower, property and equipment; and, promoting personnel safety.

Develops scheduling, staffing and program plans, studies crime and other reports to determine trends, and makes recommendations for changes in organization and operating procedures to obtain the most effective results; organizes and assigns personnel as needed in special or unusual situations.

Participates in departmental policy making; attends and participates in staff meetings; may assist Captain in drafting special orders and operating procedures.

May assist the Captain with high-level staff work such as preparing the annual budget, overseeing major purchases or projects, resolving labor-management problems.

Evaluates performance and participates in selection of personnel. Ensures that all personnel are receiving adequate training to accomplish their tasks and recommends specific individual training as needed.

Ensures all reports submitted in accordance with department regulations and statutory requirements are complete, accurate and will follow-up where additional

investigation is needed; interviews and interrogates victims, witnesses and suspected offenders. Ensures arresting Police Officer knows all necessary court data, witnesses are subpoenaed and evidence is collected. Appears in court to testify in traffic and criminal cases.

Serves as representative of the department at meetings and functions with the public and other public safety organizations. Provides assistance to persons who have questions or complaints concerning the department. Investigates public complaints concerning the conduct of police personnel.

Utilizes a variety of management information, statistics and reports to oversee unit operations.

May assist with preparation and processing of petitions and ordinances for consideration by the Town Council.

Will assist with prosecutions and arraignments when required. May testify at Law Enforcement Officers' Bill of Rights hearings or serve as a hearing officer.

May be required to oversee upkeep of police equipment, buildings and grounds, or the communications center functions.

Holds regular meetings with subordinates.

Reprimands subordinates promptly and privately for their errors, praising them promptly and publicly for noteworthy achievements, and documents these matters properly for use in personnel evaluations. Recommends disciplinary action to their supervisor, and may relieve an employee from duty temporarily if he or she finds them unfit to perform.

Serves as the Department's Terminal Agency Coordinator (TAC). Ensures compliance with NCIC and RILETS requirements.

Ensures compliance with State and Federal crime reporting.

Prepares and maintains various reports and records. Evaluates the work of subordinates.

Serves as RIPAC and/or CALEA Accreditation Manager; ensures standards are met and documents and reports are prepared and maintained as required; coordinates the re-accreditation process and other accreditation requirements, as necessary.

Manages day-to-day operation of Administrative Services, including coordinating, assigning, and delegating work; establishes priorities, problem-solves, and monitors unit's effectiveness. Directs all Control Center and Records operations. Trains, schedules, assigns, and reviews work of subordinates; interprets policies and provides technical guidance and assistance as necessary.

Coordinates the Communications Center's response to disaster or emergency situations of a complex and critical nature.

Inspects communications equipment for proper functioning and oversees maintenance. Participates in purchasing of new equipment by preparing proposals and specifications and by conferring with the Captain.

Stays abreast of current issues in the communications and data processing fields, and becomes familiar with new or developing technology as it may pertain, assists or be applicable to the Dispatch Center.

Acts as database administrator for a local area network, troubleshooting as required. Assigns passwords, backs up databases, makes ad hoc inquiries of the database to produce requested reports for administrators, and maintains the integrity and security of the department's computer systems. Orders computer supplies and arranges for needed repairs.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Must be capable of functioning as a line police officer, including the ability to make physical custody arrests of forcibly resisting persons, search and handcuff prisoners if required.

Must be able to qualify with service weapon and utilize baton and other self-defense equipment. This includes firing firearm from standing, crouched, kneeling and prone positions and from behind cover, clear weapon malfunctions, fire weapon in dark environment while using flashlight, discharge a shoulder weapon, and clear malfunctions in various firearms.

May be required to take charge at the scene of a natural disaster or major crime or emergency, coordinating the work of multiple units including those from other agencies rendering mutual aid assistance.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to use physical force to gain entry to premises and subdue or control persons, break up fights, disarm violent persons, etc.

Must be able to engage in foot pursuits of fleeing suspects, climb up and down stairs, over walls and fences, push motor vehicles and lift and carry heavy objects.

Must be able to hear well enough to distinguish direction and content of conversations even in the presence of background noise.

Must be able to see well enough to read and fill out forms in artificial lighting conditions, and able to aim and fire a weapon without corrective lenses in an emergency.

Must be able to stand or sit for protracted periods of time during surveillance situations, traffic duty, etc.

Must be able to use a personal computer to type reports and access database for wants and warrants information, etc.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress.

Ability to maintain the physical qualifications required by the department.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of modern police practices, techniques and methods; thorough knowledge of applicable Federal, State, and Town laws and ordinances, and of departmental rules and regulations;. Considerable knowledge of the methods and practices of police administration; ability to analyze complex police problems, ability to plan, organize, and direct the work of subordinates and to advise, instruct and train personnel. Ability to prepare search warrants, arrest warrants, and juvenile petitions. Ability to write and speak effectively; ability to deal with the public firmly and courteously and to establish effective working relationships with the public, news media, Town officials and others contacted in the course of work. Skill in the use of firearms and police equipment. Ability to read, interpret, analyze and explain complex written materials pertaining to law enforcement.

MINIMUM QUALIFICATIONS REQUIRED:

The Lieutenant must have held the rank of Sergeant within the Tiverton Police Department.

The promotional process for the rank of Lieutenant will be in accordance with the collective bargaining agreement between the Town of Tiverton and the International Brotherhood of Police Officers (IBPO) Local # 406.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Physical effort involves frequent standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions may be

disagreeable due to variable climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.

E. SERGEANT

JOB SUMMARY:

The Police Sergeant Performs responsible administrative and technical supervisory work in commanding an assigned shift or squad of Patrol Officers. Very often serves as the highest ranking officer on duty. Performs all patrol and investigative procedures performed by police officers.

SUPERVISION RECEIVED:

The Sergeant works under the general supervision of a Lieutenant. Exercises independent judgment, initiative, and understanding in interpreting orders, rules, regulations, and laws, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers who review the work through reports, conferences, and observations of police efficiency.

SUPERVISION EXERCISED:

Exercises general supervision over an assigned squad or shift of uniformed officers or detectives. May also supervise civilian personnel. Provides training, instruction and guidance to assigned personnel and reviews and evaluates work being performed. Evaluates, and recommends selection, performance and discipline of assigned personnel.

EXAMPLES OF DUTIES:

Conducts meaningful roll calls, inspects incoming shifts, and passes critical information on to the supervisor of the next shift. Instructs subordinates in the proper application of new laws, court decisions, written directives and local crime trends, questioning officers informally to determine their competency and areas where they need additional mentoring. Oversees the work of Field Training Officers.

Acts as a conduit of communications from command staff to the street and back up the chain of command, and attempts to maintain a high level of officer morale. Keeps command staff apprised of the condition of morale in the ranks.

Assists officers with personal and professional problems, is alert to signs of corruption, excessive use of force, discourtesy with the public, or excessive stress, and takes immediate proactive and corrective measures.

Constantly surveys conditions on the shift to determine changing patterns of disorder or crime, vice, and traffic collisions, making sure patrols are properly targeted.

Ascertains that officers are patrolling proactively, using appropriate patrol tactics, and making effective use of their time.

Remains aware of each officer's level of self-initiated activity, and counsels and disciplines as necessary in this area.

Responds as a cover unit on high-risk calls, physical custody arrests, personal injury traffic collisions, and crime scenes, to observe, assist, coach, and assume command if necessary.

Rides periodically with each officer on his or her squad to get to know them better, observe their work habits, and coach or correct them as necessary.

Reprimands officers promptly and privately for their errors, praising them promptly and publicly for noteworthy achievements, and documents these matters properly for use in personnel evaluations. Recommends disciplinary action to their supervisor, and may relieve an employee from duty temporarily if he or she finds them unfit to perform.

Assists Patrol Officers in serving warrants, apprehending criminals, conducting raids, and transporting prisoners.

Ensures all reports submitted in accordance with department regulations and statutory requirements are complete and accurate; may follow-up where additional investigation is needed; interviews and interrogates victims, witnesses and suspected offenders. Ensures arresting Patrol Officers know all necessary court data, witnesses are subpoenaed and evidence is collected. Appears in court to testify in traffic and criminal cases.

Ensures proper performance of members of assigned shift or squad and assigns personnel. Serves as immediate superior of all assigned personnel. Reports any breach of department regulations to superior.

Ensures that all officers receive warrants, summonses, subpoenas, or other official papers; and serve, deliver, or perform their duties.

Responds to emergencies, incidents, or dispatches as required.

Prepares and maintains various reports and records. Evaluates the work of subordinates.

Performs all duties incumbent of Patrol Officer as required.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Must be able to function as a working police officer, including the ability to make physical custody arrests of forcibly resisting persons, search and handcuff prisoners if required.

Must be able to qualify with service weapon and utilize baton and other self-defense equipment. This includes firing firearm from standing, crouched, kneeling and prone positions and from behind cover, clear weapon malfunctions, fire weapon in dark environment while using flashlight, discharge a shoulder weapon, and clear malfunctions in various firearms.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to use physical force to gain entry to premises and subdue or control persons, break up fights, disarm violent persons, etc.

Must be able to engage in foot pursuits of fleeing suspects, climb up and down stairs, over walls and fences, push motor vehicles and lift and carry heavy objects.

Must be able to maintain physical qualifications.

Must be able to hear well enough to distinguish direction and content of conversations in person and over the telephone or radio, even in the presence of background noise.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to see well enough to read and fill out forms in artificial lighting conditions, and able to aim and fire a weapon without corrective lenses in an emergency.

Must be able to stand or sit for protracted periods of time during surveillance situations, traffic duty, etc.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to use a personal computer to type reports and access the database for wants and warrants information, etc.

Must be able to prepare search warrants, arrest warrants and juvenile petitions.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress.

Must be able to read, analyze, interpret and explain complex written materials relating to law enforcement.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Considerable knowledge of modern police practices, techniques, and methods. Thorough knowledge of controlling laws, ordinances and court decisions, particularly concerning arrest and evidence. Thorough knowledge of the geography to the Town and the rules and regulations of the Department. Knowledge of the principles and procedures of civil and criminal law. Knowledge of the principles and practices of judicial procedure, and rules of evidence. Knowledge of Federal and State laws and municipal ordinances. Ability to communicate clearly and concisely, both orally and in writing. Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same. Knowledge of Federal, State, and Town laws and ordinances, and Supreme Court decisions relative to police officer enforcement responsibilities and restraints; ability to analyze situations quickly and objectively to determine the proper course of action to be taken. Ability to prepare search warrants, arrest warrants, and juvenile petitions. Ability to utilize self-defense techniques and firearms. Ability to operate motor vehicles under emergency situations. Ability to establish and maintain effective working relationships with other law enforcement agencies, other Town departments, fellow employees, Town Officials and the general public.

Ability to maintain the physical qualifications set by the department.

MINIMUM QUALIFICATIONS REQUIRED:

Minimum qualifications established for a Patrol Officer.

The Sergeant must have held the rank of First Class Patrol Officer with at least three (3) years of continual service from the date of employment on the Tiverton Police Department.

The promotional process for the rank of Sergeant will be in accordance with the collective bargaining agreement between the Town of Tiverton and the International Brotherhood of Police Officers (IBPO) Local # 406.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions are disagreeable due to varying climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.

F. CORPORAL

JOB SUMMARY:

The Corporal performs responsible administrative and technical supervisory work in commanding an assigned shift or squad of Patrol Officers in the absence of a Sergeant or Lieutenant. May serve as the highest ranking officer on duty, and act as the Officer in Charge (OIC). When not acting as an OIC, performs all patrol and investigative procedures performed by police officers.

SUPERVISION RECEIVED:

The Corporal works under the general supervision of a Sergeant. Exercises independent judgment, initiative, and understanding in interpreting orders, rules, regulations, and laws, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers who review the work through reports, conferences, and observations of police efficiency.

SUPERVISION EXERCISED:

Exercises general supervision over an assigned squad or shift of uniformed officers in the absence of a Sergeant or Lieutenant. May also supervise civilian personnel. Provides training, instruction and guidance to assigned personnel and reviews and evaluates work being performed. Evaluates, and recommends selection, performance and discipline of assigned personnel.

EXAMPLES OF DUTIES:

Inspects incoming shifts, and passes critical information on to the supervisor of the next shift. Instructs subordinates in the proper application of new laws, court decisions, written directives and local crime trends, questioning officers informally to determine their competency and areas where they need additional mentoring.

Assists officers with personal and professional problems, is alert to signs of corruption, excessive use of force, discourtesy with the public, or excessive stress, and takes immediate proactive and corrective measures.

Constantly surveys conditions on the shift to determine changing patterns of disorder or crime, vice, and traffic collisions, making sure patrols are properly targeted.

Ascertain that officers are patrolling proactively, using appropriate patrol tactics, and making effective use of their time.

Remains aware of each officer's level of self-initiated activity, and counsels and disciplines as necessary in this area.

Responds as a cover unit on high-risk calls, physical custody arrests, personal injury traffic collisions, and crime scenes, to observe, assist, coach, and assume command if necessary.

Reprimands officers promptly and privately for their errors, praising them promptly and publicly for noteworthy achievements, and documents these matters properly for use in personnel evaluations. Recommends disciplinary action to their supervisor, and may relieve an employee from duty temporarily if he or she finds them unfit to perform.

Assists Patrol Officers in serving warrants, apprehending criminals, conducting raids, and transporting prisoners.

Ensures all reports submitted in accordance with department regulations and statutory requirements are complete and accurate; may follow-up where additional investigation is needed; interviews and interrogates victims, witnesses and suspected offenders. Ensures arresting Patrol Officers know all necessary court data, witnesses are subpoenaed and evidence is collected. Appears in court to testify in traffic and criminal cases.

Ensures proper performance of members of assigned shift or squad and assigns personnel. Serves as immediate superior of all assigned personnel. Reports any breach of department regulations to superior.

Ensures that all officers receive warrants, summonses, subpoenas, or other official papers; and serve, deliver, or perform their duties.

Responds to emergencies, incidents, or dispatches as required.

Prepares and maintains various reports and records. Evaluates the work of subordinates.

Performs all duties incumbent of Patrol Officer as required.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Must be able to function as a working police officer, including the ability to make physical custody arrests of forcibly resisting persons, search and handcuff prisoners if required.

Must be able to qualify with service weapon and utilize baton and other self-defense equipment. This includes firing firearm from standing, crouched, kneeling and prone positions and from behind cover, clear weapon malfunctions, fire weapon in dark environment while using flashlight, discharge a shoulder weapon, and clear malfunctions in various firearms.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to use physical force to gain entry to premises and subdue or control persons, break up fights, disarm violent persons, etc.

Must be able to engage in foot pursuits of fleeing suspects, climb up and down stairs, over walls and fences, push motor vehicles and lift and carry heavy objects.

Must be able to maintain physical qualifications.

Must be able to hear well enough to distinguish direction and content of conversations in person and over the telephone or radio, even in the presence of background noise.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to see well enough to read and fill out forms in artificial lighting conditions, and able to aim and fire a weapon without corrective lenses in an emergency.

Must be able to stand or sit for protracted periods of time during surveillance situations, traffic duty, etc.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to use a personal computer to type reports and access the database for wants and warrants information, etc.

Must be able to prepare search warrants, arrest warrants and juvenile petitions.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress.

Must be able to read, analyze, interpret and explain complex written materials relating to law enforcement.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Considerable knowledge of modern police practices, techniques, and methods. Thorough knowledge of controlling laws, ordinances and court decisions, particularly concerning arrest and evidence. Thorough knowledge of the geography to the Town and the rules and regulations of the Department. Knowledge of the principles and procedures of civil and criminal law. Knowledge of the principles and practices of judicial procedure, and rules of evidence. Knowledge of Federal and State laws and municipal ordinances. Ability to communicate clearly and concisely, both orally and in writing. Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same. Knowledge of Federal, State, and Town laws and ordinances, and Supreme Court decisions

relative to police officer enforcement responsibilities and restraints; ability to analyze situations quickly and objectively to determine the proper course of action to be taken. Ability to prepare search warrants, arrest warrants, and juvenile petitions. Ability to utilize self-defense techniques and firearms. Ability to operate motor vehicles under emergency situations. Ability to establish and maintain effective working relationships with other law enforcement agencies, other Town departments, fellow employees, Town Officials and the general public.

Ability to maintain the physical qualifications set by the department.

MINIMUM QUALIFICATIONS REQUIRED:

Minimum qualifications established for a Patrol Officer.

A promotion to the rank of Corporal is generally awarded to a First Class Patrol Officer who has completed twenty five (25) years of continual service with the Tiverton Police Department.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions are disagreeable due to varying climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.

G. DETECTIVE

JOB SUMMARY:

Performs skilled technical work in gathering evidence and interviewing crime victims and suspects. Performs responsible administrative work in maintaining department operations. Performs all patrol and investigative procedures performed by Patrol Officers.

SUPERVISION RECEIVED:

Works under the general supervision of the Detective Lieutenant. Exercises independent judgment, initiative, and understanding in interpreting orders, rules, regulations, and laws, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers who review the work through reports, conferences, and observation of police efficiency.

SUPERVISION EXERCISED:

May direct the activities of Patrol Officers securing a crime scene. Provides training instruction and guidance in preliminary investigations to assigned Patrol

personnel and reviews their work, making recommendations for improved training or procedures.

EXAMPLES OF DUTIES:

Responds to crime scenes to process of evidence and to interview witnesses and victims.

May be required to be “on call” and respond to incidents and or crime scenes during off duty hours.

Conducts surveillance of areas suspected to contain criminal activity.

Prepares written reports of investigative activities involving assigned cases.

Maintains chain of custody of physical evidence, submits items for laboratory examination and evidence for destruction as necessary.

Follow up on investigation of criminal reports including interviews, coordination with other agencies, preparation of arrest warrants and testimony in court.

Process juvenile complaints originating from family problems, including counseling and referral programs. Handle juvenile complaints originating from delinquent acts including investigation, decision making on disposition, record keeping and handling of court prosecution or court diversion program.

Assists in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend and prepare prosecution of person charged with committing crimes; examines crime scenes to collect evidence; interviews and interrogates witnesses and suspected offenders; determines the extent of criminal activity and need for further police assistance.

Completes and submits all required reports and records in conformance with department regulations and statutory requirements; conducts follow-up investigations on unsolved crimes.

Involved in all phases of court cases including: preparation and filing court petitions; prosecution and arraigning juveniles; reviewing reports; contacting witnesses; maintaining files and statistics; and, transporting juveniles to detention centers.

Counsel parents and juveniles on available services.

Develop, implement and conduct crime prevention programs, including neighborhood watch, operation identification and security surveys.

Oversee public relations programs relating to safety and other public interests.

Maintains proficiency in lifting latent fingerprints, photographing and videotaping crimes scenes, collection of fluids, fibers and other evidentiary materials and the proper collection, preservation and presentation of all types of physical evidence.

Develops familiarity with DNA evidence, AFIS, ultraviolet and infrared light sources and other modern investigative techniques and prepares and delivers training programs in crime scene search and the collection and preservation of evidence for other Department members as required.

Takes identification photographs of persons taken into custody by the police and maintains mug shot books and files.

Takes and classifies fingerprints of arrested persons including palm prints of all persons arrested for capital or first degree murder, and maintains Department fingerprint files.

Arranges for the taking of known DNA samples from persons suspected of violent crimes against the persons and in particular in the case of homicides and felonious sexual assaults.

Takes crime scene photographs and videotapes crime scenes involving suspected arson cases, homicides, sudden deaths and suicides where there is a possibility of an autopsy, safe burglaries, serious vehicle crashes and crashes involving town-owned vehicles, autopsies when requested by the Medical Examiner, and takes other photographs as required by a superior officer.

Conducts thorough and systematic searches of crime scenes for physical evidence.

Preserves physical evidence and prepares exhibits for presentation in court.

Receives, marks for identification, and prepares, packages and delivers physical evidence to forensic laboratories for analysis.

Ensures that records, fingerprint cards, photographs and other items of identification are not destroyed or removed from Departmental files unless authorized by the Chief.

Responsible for the security and organization of places where evidence is stored within the department, maintains a proper inventory and secures receipts whenever evidence or property is transferred or returned.

Responds to emergencies, incidents, or dispatches as required.

Perform all duties incumbent of Patrol Officer as required.

Perform prosecutorial duty for department as directed.

Transport prisoners to and from court.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Must be able to function as a line police officer, to include the ability to make physical custody arrests of forcibly resisting persons, search and handcuff prisoners, if required.

Must be able to qualify with service weapon and utilize baton and other self-defense equipment. This includes firing firearm from standing, crouched, kneeling and prone positions and from behind cover, clear weapon malfunctions, fire weapon in dark environment while using flashlight, discharge a shoulder weapon, and clear malfunctions in various firearms.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to use physical force to gain entry to premises and subdue or control persons, break up fights, disarm violent persons, etc.

Must be able to engage in foot pursuits of fleeing suspects, climb up and down stairs, over walls and fences, push motor vehicles and lift and carry heavy objects.

Must be able to maintain physical qualifications required by the department.

Must be able to hear well enough to distinguish direction and content of conversations in person and over the radio or telephone, even in the presence of background noise.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to see well enough to read and fill out forms in artificial lighting conditions, and able to aim and fire a weapon without corrective lenses in an emergency.

Must be able to stand or sit for protracted periods of time during surveillance situations, traffic duty, etc.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be capable of deductive reasoning.

Must be able to describe persons and property accurately.

Must be able to read, comprehend, interpret and explain complex written materials relating to law enforcement.

Must be able to use a personal computer to type reports and access the database for wants and warrants information, etc.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Considerable knowledge of modern police practices, techniques, and methods. Thorough knowledge of controlling laws, ordinances and court decision, particularly concerning arrest and evidence. Thorough knowledge of the geography to the Town and the rules and regulations of the Department. Knowledge of the principles and procedures of civil and criminal law. Knowledge of the principles and practices of judicial procedure, and rules of evidence. Knowledge of Federal and State laws and municipal ordinances. Ability to communicate clearly and concisely, both orally and in writing. Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same; knowledge of Federal, State, and Town laws and ordinance, and Supreme Court decisions relative to police officer enforcement responsibilities and constraints. Ability to analyze situations quickly and objectively to determine the proper course of action to be taken; ability to utilize self-defense techniques and firearms. Ability to operate motor vehicles under emergency situations. Ability to prepare search warrants, arrest warrants and juvenile petitions. Ability to establish and maintain effective working relationships with other law enforcement agencies, other Town departments, fellow employees, Town officials and the general public.

MINIMUM QUALIFICATIONS REQUIRED:

Minimum qualifications established for a Patrol Officer.

Must have completed at least one (1) year of service with the Tiverton Police Department.

All transfers into and out of the Detective Division are at the Discretion of the Chief of Police, in accordance with the collective Bargaining Agreement between the Town of Tiverton and the International Brotherhood of Police Officers (IBPO) Local # 406.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions are disagreeable due to varying climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.

H. PATROL OFFICER

JOB SUMMARY:

Serves as a Patrol Officer performing responsible law enforcement duties, including patrol, investigation and traffic control, and a variety of other duties designed to preserve peace and order and to protect life and property in the Town.

SUPERVISION RECEIVED:

Works under the general supervision of the Lieutenant, Sergeant, Corporal, or Officer in Charge (OIC) who make general assignments as to the area to be covered, specific cases to be investigated, etc. duties are performed independently and Officer must exercise independent judgment in meeting emergencies and determining lawful and appropriate courses of action.

SUPERVISION EXERCISED:

A Patrol Officer may be required to act as the Officer in Charge (OIC) of a patrol shift. In the absence of a ranking officer on a patrol shift, the most senior officer shall be in charge of the shift. When acting as the OIC of the shift, the Patrol Officer will perform the duties and responsibilities of a Corporal described in the General Order.

EXAMPLES OF DUTIES:

Patrols in an assigned area of the Town; checks overall security of vacant homes and buildings; periodically checks business establishments and public places for violations of the law and takes appropriate enforcement action; confronts suspicious person and situations and determines appropriate action.

Negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, etc.

Receives dispatch orders and responds to calls for service, emergency situations and serious crimes; takes charge of crime scenes until relieved by higher authority; exercises knowledge of State laws, Federal laws, Supreme Court decisions, and Town ordinances in determining legal justification for arrest, search and seizure, protective custody, etc.

Directs activities at accidents and disaster areas rendering first aid and restoring traffic to normal; investigates traffic accidents to determine cause. Periodically directs traffic to assure steady flow. Stops motor vehicles, contacts drivers and issues citations for violations; makes physical arrests when laws have been violated; administers Intoxilyzer tests to determine the degree of blood alcohol in possible drunk driver situations.

Assists in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend and prepare prosecution of persons charged with committing crimes. Examines crime scenes to collect evidence; interviews and interrogates witnesses and suspected offenders; determines the extent of criminal activity and need for further police assistance.

Exercises considerable discretion in identifying police problems on the beat and working with private citizens and community groups to develop and implement innovative, non-traditional solutions, particularly to quality of life issues.

Completes and submits all required reports and records in conformance with department regulations and statutory requirements; conducts follow-up investigations on unsolved crimes.

Maintains weapons and equipment in accordance with department policy. Inspects assigned vehicles for defects, missing equipment, contraband and evidence; reports defects, damages or irregularities.

Assists citizens requesting assistance or information when appropriate.

Confers with department Prosecutor, testifies in court and at motor vehicle hearings, assists in the prosecution of cases as necessary.

Operates department equipment such as the Intoxilyzer (when certified), traffic radar, cameras, etc.

Enforces municipal ordinances and State laws pertaining to the regulation and control of dogs and other animals through patrol and investigation of complaints. May have to perform these physical functions in the absence of an Animal Control Officer.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Must be able to function as a working police officer, including the ability to make physical custody arrests of forcibly resisting persons, search and handcuff prisoners if required.

Must be able to qualify with service weapon and utilize baton and other self-defense equipment. This includes firing firearm from standing, crouched, kneeling and prone positions and from behind cover, clear weapon malfunctions, fire weapon in dark environment while using flashlight, discharge a shoulder weapon, and clear malfunctions in various firearms.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions. May be required to operate a police mountain bicycle or police motorcycle.

Must be able to use physical force to gain entry to premises and subdue or control persons, break up fights, disarm violent persons, etc.

Must be able to engage in foot pursuits of fleeing suspects, climb up and down stairs, over walls and fences, push motor vehicles and lift and carry heavy objects.

Must be able to hear well enough to distinguish direction and content of conversations in person and over the radio and telephone, even in the presence of background noise.

Must be able to administer first aid and cardiopulmonary resuscitation.
Must be able to see well enough to read and fill out forms in artificial lighting conditions, and able to aim and fire a weapon without corrective lenses in an emergency.

Must be able to stand or sit for protracted periods of time during surveillance situations, traffic duty, etc.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to read, comprehend, analyze and explain complex written materials pertaining to law enforcement.

Ability to use a personal computer to produce reports with a word processing system, and to access the database to obtain information on wants and warrants, stolen vehicles, etc.

Must be able to maintain the physical standards required by the department.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Knowledge of modern police practices, techniques, and methods; knowledge of controlling laws, ordinances and court decisions. Thorough knowledge of the geography of the Town, and the rules and regulations of the Department. Knowledge of crime scene interpretation, safeguarding and preserving of evidence; ability to obtain information through interview and interrogation; ability to analyze situations quickly and objectively and to determine proper courses of action. Ability to speak and write effectively. Ability to serve as a community or neighborhood catalyst for action and develop and maintain effective working

relationships with residents, tourists, Town officials, and officers from other law enforcement agencies. Skill in the use of care of and the ability to utilize a firearm.

MINIMUM QUALIFICATIONS REQUIRED:

Two (2) years of college study that shall include at least SIXTY (60) credits
AND/OR

Two (2) years of ACTIVE military service AND/OR

A graduate of the Rhode Island Municipal Academy with active law enforcement service within the past three (3) years.

Must possess a valid driver's license

Must be a minimum of 18 years of age

Must be a United States Citizen

Selection Process: The applicants meeting the minimum basic requirements must successfully complete the following phases of the selection process:

Physical Fitness Test, which encompasses the following: 300m run, Sit and Reach Test, One Minute Sit-up Test, One Repetition Maximum Push-Up and a 1.5 Mile Run.

Written Examination.

Oral Review Boards.

Intensive Background Investigation

Interview with Tiverton Personnel Board

Psychological Examination

Recommendation by Police Chief to Town Administrator and Town Council.

Medical Examination.

Must serve a probationary period of up to one (1) year from the date of graduation from the Rhode Island Municipal Police Academy.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions are disagreeable due to

varying climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.

I. SCHOOL RESOURCE OFFICER

JOB SUMMARY:

The primary responsibility is to protect lives and property for the citizens and public school students by enforcing, Federal, State and Local criminal laws and ordinances, and to assist school officials with the enforcement of School Policies and Regulations regarding student conduct. School Resource Officers are not the school disciplinarian and all School Resource Officers shall refrain completely from functioning as one. The School Resource Officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.

SUPERVISION RECEIVED:

Works under the general supervision the second shift (D2) Lieutenant, who makes general assignments. Duties are performed independently and Officer must exercise independent judgment in meeting emergencies and determining lawful and appropriate courses of action.

SUPERVISION EXERCISED:

Generally none.

EXAMPLES OF DUTIES:

To investigate criminal activity committed on or adjacent to school property.

To counsel school students in special situations, such as students suspected of engaging in criminal misconduct.

To assist other law enforcement officers with outside investigations concerning students attending the school to which the SRO is assigned.

To establish liaison with the school principals, faculty and student body.

To act as liaison resource to the principal in investigating criminal law violations occurring in the school or on school property.

Perform duties as determined by the principal other than those regularly assigned to school personnel such as lunchroom or hall duty.

Nothing herein is intended to preclude the SRO from being available in areas where interaction with students is expected.

To confer with the principals and school staff to develop plans and strategies to

prevent and/or minimize dangerous situations on or near the school grounds or involving students at school-related activities.

To be aware at all times of the responsibility to improve the image of the uniformed law enforcement officer in the eyes of the students and the community.

To attempt to formulate educational crime prevention programs to reduce the opportunity for crimes against persons and property on the school grounds.

Develop expertise in presenting various subjects and provide these presentations at the request of the school personnel in accordance with the established curriculum.

To participate in the Parents-Teacher-Students Association meetings as requested.

Assists in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend and prepare prosecution of persons charged with committing crimes. Examines crime scenes to collect evidence; interviews and interrogates witnesses and suspected offenders; determines the extent of criminal activity and need for further police assistance.

Completes and submits all required reports and records in conformance with department regulations and statutory requirements; conducts follow-up investigations on unsolved crimes.

Maintains weapons and equipment in accordance with department policy. Inspects assigned vehicles for defects, missing equipment, contraband and evidence; reports defects, damages or irregularities.

Assists citizens requesting assistance or information when appropriate. Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Must be able to function as a working police officer, including the ability to make physical custody arrests of forcibly resisting persons, search and handcuff prisoners if required.

Must be able to qualify with service weapon and utilize baton and other self-defense equipment. This includes firing firearm from standing, crouched, kneeling and prone positions and from behind cover, clear weapon malfunctions, fire weapon in dark environment while using flashlight, discharge a shoulder weapon, and clear malfunctions in various firearms.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions. May be required to operate a police mountain bicycle or police motorcycle.

Must be able to use physical force to gain entry to premises and subdue or control persons, break up fights, disarm violent persons, etc.

Must be able to engage in foot pursuits of fleeing suspects, climb up and down stairs, over walls and fences, push motor vehicles and lift and carry heavy objects.

Must be able to hear well enough to distinguish direction and content of conversations in person and over the radio and telephone, even in the presence of background noise.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to see well enough to read and fill out forms in artificial lighting conditions, and able to aim and fire a weapon without corrective lenses in an emergency.

Must be able to stand or sit for protracted periods of time during surveillance situations, traffic duty, etc.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to read, comprehend, analyze and explain complex written materials pertaining to law enforcement.

Ability to use a personal computer to produce reports with a word processing system, and to access the database to obtain information on wants and warrants, stolen vehicles, etc.

Must be able to maintain the physical standards required by the department.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Knowledge of modern police practices, techniques, and methods; knowledge of controlling laws, ordinances and court decisions. Thorough knowledge of the geography of the Town, and the rules and regulations of the Department. Knowledge of crime scene interpretation, safeguarding and preserving of evidence; ability to obtain information through interview and interrogation; ability to analyze situations quickly and objectively and to determine proper courses of action. Ability to speak and write effectively. Ability to serve as a community or neighborhood catalyst for action and develop and maintain effective working relationships with residents, tourists, Town officials, and officers from other law enforcement agencies. Skill in the use of care of and the ability to utilize a firearm.

MINIMUM QUALIFICATIONS REQUIRED:

Minimum qualifications established for a Patrol Officer.

Appointment to the position of School Resource Officer is at the discretion of the Chief of Police, and in accordance with the Collective Bargaining Agreement between the Town of Tiverton and the International Brotherhood of Police Officers (IBLO) Local # 406.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions are disagreeable due to varying climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.

J. FIELD TRAINING OFFICER

JOB SUMMARY:

An ancillary duty assigned to designated Patrol Officers, Corporals or Sergeants who are tasked with training and evaluating, according to a structured program, new sworn personnel by providing on-the-job training and familiarization, and filling out daily observation reports and weekly evaluation forms.

SUPERVISION RECEIVED:

Performs these duties under the general supervision of the Lieutenant assigned to oversee the training process, or another designated person as determined by the Captain

SUPERVISION EXERCISED:

Directly supervises a Probationary Police Officer during field training.

EXAMPLES OF DUTIES:

Assumes charge of a Probationary Police Officer or of an experienced officer assigned to retraining after an absence from duty. The trainee accompanies the FTO during his or her shifts, and observes the FTO and performs police duties under the supervision of the FTO.

Using the Training and Evaluation Handbook as a guide, explains and demonstrates various departmental tactics and procedures to the trainee.

Coaches the trainee, calling any errors to his or her attention and explaining mistakes and the proper way to do the task, in a constructive manner.

May utilize the assistance of a senior approved officer to assist in the training and evaluation program.

Fills out daily observation and weekly evaluation reports on the trainee. Contacts a supervisor at once if the trainee appears to be unable to safely perform the duties assigned. Otherwise, completes and submits the required reports after discussing them with the trainee. At the conclusion of the training experience, makes recommendations as to the retention, continued training, or solo assignment of the trainee.

PHYSICAL SKILLS REQUIRED:

Same as for Patrol Officer.

MINIMUM QUALIFICATIONS REQUIRED:

Same as for Patrol Officer, plus ability to pass FTO school and any selection procedure established by the Chief of Police for the position. Must have a good conduct record, be able to be seen and serve as a role model who exemplifies the values of the department, and have the ability to teach and coach employee performance.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Same as for Patrol Officer.

K. ARMORER/FIREARMS QUALIFICATION OFFICER

JOB SUMMARY:

An ancillary duty assigned to designated Patrol Officers, Corporals, Sergeants, or Lieutenants. Under the general supervision of the Captain, the Armorer is responsible for the maintenance and security of all departmental weapons, equipment and property contained in the Armory and the Firing Range, and of such weapons and equipment as may be issued to members of the Department as authorized by the Chief. The Armorer also has a duty to ensure that all sworn and armed officers in the Department pass regular firearms qualifications at the intervals designated by the Chief. The Qualification Officers are responsible for assisting the Armorer with the periodic firearms qualification, and ensuring that newly-appointed officers are familiarized and, if not qualified at the Police Academy, qualified in any and all weapons that they are issued or authorized by the Chief to carry. The Armorer and Qualification Officers also serve as uniformed officers performing responsible law enforcement duties, including patrol, investigations, responding to calls for service, traffic patrol, and a variety of other duties designed to preserve peace and order and to protect lives and property in the Town.

SUPERVISION RECEIVED:

Works under the general supervision of the Captain or other designated superior officer. Duties are performed independently and the Officer must exercise independent judgment in meeting emergencies and determining lawful and appropriate courses of action.

SUPERVISION EXERCISED:

Supervises other officers while they are participating in firearms training or qualifications.

EXAMPLES OF DUTIES:

Assignments as Armorer or Qualification Officer are part-time responsibilities, and officers so assigned are also responsible for the normal duties of their assigned ranks.

In addition, the Armorer is responsible to:

Maintain an accurate and complete serialized inventory of all departmental firearms, equipment and property contained in the Armory and firing range, and of such weapons and equipment as are issued to members of the Department as authorized by the Chief.

Submit reports to the Captain, as required, indicating the status of all departmental firearms and of all other equipment and property maintained in the Armory.

Submit all necessary reports and or paperwork to the Staff Lieutenant in compliance with Department policies and procedures and CALEA / RIPAC requirements.

Conduct regularly scheduled firearms inspections for all sworn and armed members of the Department.

Ensure that all members of the department, and especially newly-hired officers, are instructed in the proper care and maintenance of such firearms and related equipment as are issued to them.

Participates in purchasing of new firearms related equipment by preparing proposals and specifications and by conferring with the Captain.

Stays abreast of current issues in the firearms and ammunitions fields, and becomes familiar with new or developing technology as it may pertain, assists or be applicable firearms and ammunition.

Perform regular preventive maintenance on all firearms and related equipment.

Perform other related duties as required.

Qualification Officers are responsible to:

The Officer In Charge of Firearms instruction (senior range officer) shall schedule annual qualification sessions. The Officer in Charge of Firearms Instruction shall ensure that all annual firearms qualification sessions are in compliance with Rhode Island General Law.

Assist the Armorer in firearms inspections (if qualified).

Submit reports to the Captain, as required, indicating the status of all firearms qualifications.

Conduct regularly scheduled firearms qualifications for all sworn and armed members of the Department and retired members of the Department ensuring that each such member qualifies at least annually, and that a report of such qualification is submitted through the chain of command.

Ensure that all members of the department, and especially newly-hired officers, are instructed in the proper care and maintenance of such firearms and related equipment as are issued to them.

Establish a training program in addition to the regular training program, with the Chief's approval. Ensure that selected members of the Department are familiar with the operation and functioning of any special firearms and related equipment such as rifles, shotguns, tear gas guns, etc., that are maintained by the Department.

File all required reports regarding such qualifications with the Captain and the Staff Lieutenant.

Submit all necessary reports and or paperwork to the Staff Lieutenant in compliance with Department policies and procedures and CALEA / RIPAC requirements.

Maintain any required certifications or proficiency ratings required by the State or the Chief.

Establish programs in addition to the regular training program, with the Chief's approval. Ensure that selected members of the Department are familiar with the operation and functioning of any special firearms and related equipment such as rifles, shotguns, tear gas guns, etc., that are maintained by the Department.

Assist with training, coaching, and logistic at the firing range.

Responsible for providing safety on the firearms range, and under all conditions when training with firearms is being conducted.

Maintain any required certifications or proficiency ratings as required by the State or the Chief.

Perform other related duties as required.

L. RECRODS CLERK

JOB SUMMARY:

Performs highly responsible and specialized work in functions of the emergency dispatch center, and the department's data processing system.

SUPERVISION RECEIVED:

Works under the general supervision of the Staff Lieutenant, who assigns areas of responsibility. Performs duties independently, devising new procedures as may be necessary; confers with superior on proposed programs operational changes.

SUPERVISION EXERCISED:

Generally None

EXAMPLES OF DUTIES:

During assigned shift, may perform all duties of a Communications Center Operator. Answers emergency requests for police, dispatches appropriate equipment and personnel; responds to requests for information, etc.

Prepares and types computerized logs, periodic operations reports, and police reports. Compiles statistics and submits reports for NCIC, Uniform Crime Reports, NIBRS, etc.

Serves the public at the records window with requests for reports and other information.

Provides copies of reports to the public on a timely basis. Ensures all information released to the public is in compliance with Department policies and procedures, as well as State and Federal laws and guidelines. Stays abreast of changes to State and Federal Laws and guidelines pertaining to the release, storage, and destruction of Department records.

Oversees the release, storage, and destruction of Department records in accordance with rules and regulation set forth by the Rhode Island Secretary of State.

Provides traffic citations, reports, and other required information to the Rhode Island Traffic Tribunal (RITT).

Provides reports, and other required information to the all State and Federal Courts.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Ability to operate and manipulate typewriter, computer terminal, FAX machine, copy machine, paper shredder, telephone handset and headset, and base radio equipment.

Ability to hear and understand information over the radio and telephone under conditions of stress, static, and background noise, including from callers for whom English is a second language.

Ability to sit for protracted periods of time.

Ability to adapt to conditions of stress and information overload, and to remain calm and exercise command presence and good judgment.

Ability to read and fill out logs, booking sheets, and to fill in information on computer CRT terminals.

Ability to size up emergency situations and give out emergency first aid information over the telephone and radio.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of the street system and geography of the Town. Thorough knowledge of communications equipment, practices, techniques and methods; thorough knowledge of applicable Federal, State, and Town laws and ordinances, and of departmental rules and regulations; ability to analyze complex communications problems. Basic knowledge of data processing; knowledge of radio networks and alarm signal operations. Knowledge of FCC requirements and operations. Ability to write and speak effectively; ability to deal with the public courteously and to establish effective working relationship with the public.

MINIMUM QUALIFICATIONS REQUIRED:

Requirements:

Must possess a valid driver's license
Must be a minimum of 18 years of age
Must be a United States Citizen
Must possess a high school diploma or equivalent
No criminal record

Candidates for Records Clerk should possess the following characteristics:

Must demonstrate the ability to communicate by receiving and dispatching emergency calls for service.

Have the ability to operate and utilize a variety of communication equipment.

Demonstrate an ability to use computers, CAD software, radio base stations and other equipment and perform associated clerical responsibilities.

Must be personable and interact well with co-workers and the public.

M. COMMUNICATIONS CENTER OPERATOR

JOB SUMMARY:

Performs highly responsible communications work in receiving and dispatching policy emergency calls and messages to the appropriate authorities and personnel. Maintains and retrieves records and file information for dissemination to patrol units and personnel. Assumes responsibility for initial deployment of public safety personnel and equipment. Maintains files and records and reproduces copies as required.

SUPERVISION RECEIVED:

Works under the direction of Staff Lieutenant. Works under the supervision of a Lieutenant, Sergeant, Corporal or OIC during a specific patrol shift. Work is performed independently based on substantial knowledge of established policies, and procedures. Work may be reviewed by monitoring employees operations, by observation, and by reviewing reports and records.

SUPERVISION EXERCISED:

Generally none.

EXAMPLES OF DUTIES:

Operates and monitors a variety of communication and alarm system equipment including telephones, radios and computer systems.

Receives requests for police, fire and emergency medical services. Ascertains nature of request and dispatches appropriate service unit in accordance with established procedure. Determines urgency of call and elicits necessary information from caller. Exercises tact and judgment in dealing with emergency situations. Relays and receives further instruction from police or personnel at emergency scene.

Maintains records of all incoming calls and dispatches through various logs and reports. Maintains status and current information on all units and out of service.

Enters report information into the computer. Produces appropriate printouts and analysis of departmental activity.

Disseminates information concerning wanted persons, stolen vehicles, missing persons, and other police information as may be received by teletype, telephone or other means.

Deals with the public by means of handling various tasks, walk-in complaints, requests for general information, etc.

Enters, deletes, and removes warrants, missing persons, stolen property, and other information into the NCIC and RILETS systems. Ensures all required information is provided.

Types a variety of correspondence, memoranda, forms, and reports. Types material in final form assuring spelling, grammar and punctuation are correct. Must be able to use a computer terminal.

Monitors adult and juvenile prisoners through closed circuit television (CCTV). Enters status of prisoners into computerized logs.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Ability to operate and manipulate typewriter, computer terminal, FAX machine, copy machine, paper shredder, telephone handset and headset, and base radio equipment.

Ability to hear and understand information over the radio and telephone under conditions of stress, static, and background noise, including from callers for whom English is a second language.

Ability to sit for protracted periods of time.

Ability to adapt to conditions of stress and information overload, and to remain calm and exercise command presence and good judgment.

Ability to read and fill out logs, booking sheets, and to fill in information on computer terminals.

Ability to evaluate emergency situations and communicate emergency first aid information over the telephone and radio.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Working knowledge of communications equipment, practices, techniques and methods. Knowledge of the street system and geography of the Town.

Knowledge of department rules and regulations; knowledge of applicable Federal, State and Town laws and ordinances. Ability to speak clearly and concisely.

Ability to think and act quickly, calmly and accurately in emergency situations.
Ability to type accurately at a reasonable rate of speed.

Ability to develop within a reasonable period of time, skill and speed in operation of communications equipment and to demonstrate knowledge of public safety practices and procedures. Ability to understand and follow complex oral and written instruction.

MINIMUM QUALIFICATIONS REQUIRED:

Requirements:

Must possess a valid driver's license
Must be a minimum of 18 years of age
Must be a United States Citizen
Must possess a high school diploma or equivalent
No criminal record

Candidates for Communications Center Operator should possess the following characteristics:

Must demonstrate the ability to communicate by receiving and dispatching emergency calls for service.

Have the ability to operate and utilize a variety of communication equipment.

Demonstrate an ability to use computers, CAD software, radio base stations and other equipment and perform associated clerical responsibilities.

Must be personable and interact well with co-workers and the public.

N. ANIMAL CONTROL OFFICER

JOB SUMMARY:

Serves as animal control officer/humane agent performing responsible animal control law enforcement duties, including patrol to apprehend stray dogs, enforcement of licensing requirements and leash law, investigation of dog bite cases and arranging for impoundment of vicious dogs, providing assistance for wounded or injured animals, and dealing with problems with a variety of other domestic pets and wild animals. Oversees operation of the animal shelter for a shift. May be placed in charge of the shelter. The lead ACO is responsible for preparing the budget request for the shelter and for purchase of necessary supplies and materials.

SUPERVISION RECEIVED:

Works under general supervision of a Staff Lieutenant. Most duties are performed independently, and judgment must be exercised in meeting emergencies and determining appropriate courses of action.

EXAMPLES OF DUTIES:

Patrols the Town during a shift, being alert for leash law violations and stray or unlicensed animals.

Operates an animal control vehicle, and assumes custody of stray, unlicensed, injured or wounded pets and wild animals.

Issues citations for violation of dog licensing, "pooper-scooper", and leash laws.

Takes reports of lost or missing pets or farm animals and attempts to locate them and return them to their owners.

Investigates dog bite cases and arranges for impoundment and quarantine of animals pursuant to State health laws.

Investigates sick and wounded animal cases and transports animals to veterinary hospitals for medical care.

Assists in the investigation and prosecution of cruelty to animal cases.

Completes and submits required reports.

May testify in court on animal control cases.

Assists citizens requesting assistance with animal control problems.

Uses specialized equipment such as cage, chemical spray, tranquilizer gun, noose, etc. to capture and control unruly animals.

Arranges for the humane disposal or adoption of stray animals.

PHYSICAL SKILLS REQUIRED:

Must possess sufficient strength and agility to chase, capture and overpower stray or vicious animals.

Must be able to qualify with handgun and shotgun, and use a tranquilizer gun, chemical spray, net, noose, and other animal control equipment.

Must be able to operate an animal control vehicle

Must be able to administer first aid and cardiopulmonary resuscitation to both humans and animals.

Must be able to hear well enough to distinguish direction of noises and carry on a conversation in person or over the radio or telephone even in the presence of background noise.

Must be able to see and read well enough to fill out forms in artificial lighting.

Must be able to stand or sit for protracted periods of time and lift and carry animals.

Must be able to maintain physical condition required by the department.

Possess a valid driver's license of the proper classification to drive an animal control vehicle.

Must be able to operate a personal computer to produce reports and query database for information on lost animals, warnings and citations issued, etc.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Working knowledge of animal control laws, humane regulations, rabies prevention, and Town animal control ordinances; knowledge of proper care of animals; knowledge of the street system and geography of the town. Ability to speak clearly and concisely. Ability to think and act calmly and accurately in emergency situations. Ability to develop and maintain good working relationships with the public, police officers, veterinarians, humane agents and others.

MINIMUM QUALIFICATIONS REQUIRED:

Must possess a valid driver's license
Must be a minimum of 18 years of age
Must be a United States Citizen
Must possess a high school diploma or equivalent
No criminal record

Candidates for Animal Control Officer should possess the following characteristics:

Must demonstrate the ability to communicate by receiving and dispatching emergency calls for service.

Have the ability to operate and utilize a variety of communication equipment.

Demonstrate an ability to use computers, CAD software, radio base stations and other equipment and perform associated clerical responsibilities.

Must be personable and interact well with co-workers and the public.

O. POLICE DEPARTMENT SECRETARY

JOB SUMMARY:

Serves as secretary to the Chief of Police, performing a full range of secretarial and administrative support duties.

SUPERVISION RECEIVED:

Works under the general supervision of the Police Chief who outlines departmental policy, makes work assignments, and evaluates work in terms of effectiveness of results. Performs duties with independence, exercising considerable judgment and tact in answering inquiries and determining correct courses of action in matters warranting the Chief's attention.

SUPERVISION EXERCISED:

Generally works alone; may pass messages from the Chief to other employees.

EXAMPLES OF DUTIES:

Receives telephone calls and visitors to the Police Department; answers inquiries based on substantial knowledge of department's operations.

Type a variety of correspondence, memoranda, forms, and reports; types material in final form assuring correct format, spelling, grammar and punctuation.

May occasionally receive and transmit calls for service.

Maintains records and files within the department, including: master name file, pistol permits/gun registration, parking tickets, budget files, personnel files, confidential medical examination, background investigation and disciplinary files, motor vehicle files, etc.

Assures proper maintenance of various office machines, including typewriter and computer; inventories and orders supplies and maintains records of expenditures and processes invoices for payment..

Performs other related duties as required.

PHYSICAL ABILITIES REQUIRED:

Ability to operate telephone, FAX machine, photocopier, paper shredder, desktop calculator, typewriter and computer terminal.

Ability to sit for protracted periods of time.

Ability to hear conversations over the telephone, intercom, and dictation devices.

Ability to speak clearly and distinctly over the telephone and intercom.

Ability to make simple mathematical calculations, understand and maintain an office filing system, and compose letters and reports using proper English grammar.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of secretarial practices and procedures; thorough knowledge of business English, spelling, arithmetic and legal terminology. Thorough knowledge of modern office equipment, including word processor; knowledge of Town operations and organizations. Ability to maintain administrative, fiscal and general records and to prepare reports; ability to prepare effective correspondence and to perform office management details without referral to a supervisor. Ability to maintain effective working relationships with high level officials, department heads, employees, and the general public, and to deal with public relationship problems courteously and tactfully.

MINIMUM QUALIFICATIONS REQUIRED:

- Must possess a valid driver's license
- Must be a minimum of 18 years of age
- Must be a United States Citizen
- Must possess a high school diploma or equivalent
- No criminal record

Candidates for Police Department Secretary should possess the following characteristics:

Must demonstrate the ability to communicate by receiving and dispatching emergency calls for service.

Have the ability to operate and utilize a variety of communication equipment.

Demonstrate an ability to use computers, CAD software, radio base stations and other equipment and perform associated clerical responsibilities.

Must be personable and interact well with co-workers and the public.

P. MAINTENANCE WORKER

JOB SUMMARY:

Responsible for the maintenance of the police station and the police garage, indoors and out. Also performs routine maintenance on police vehicles.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Police or a designated supervisor. Considerable independent judgment required.

SUPERVISION EXERCISED:

Generally none.

EXAMPLES OF DUTIES:

Cleans and polishes floors, cleans restrooms, empties wastebaskets and cleans windows.

Maintains exterior shingles and trim with paint, etc. Cleans and paints interior walls.

Keeps lights and plumbing fixtures in proper repair, except those duties that require a licensed plumber to perform.

Repairs broken windows, lights, furniture and fixtures.

Cuts and trims grass and shrubs, including maintenance of the small cemetery next to the station. Maintains flower beds.

Keeps parking lots clean, lines painted for vehicle spaces, and keeps snow and ice away from all entrances and exits to the building. Keeps walkways clean.

Performs oil changes, lubrications, changes tires, spark plugs, filters, and balances wheels and tires on police vehicles. Performs minor mechanical repairs such as replacement of mufflers, shock absorbers, headlight and taillight bulbs.

Maintains preventive maintenance schedule and records for police vehicle fleet. Purchases parts and supplies using established procedures.

Maintains emergency generator and tests it on a weekly basis.

Performs other related work as required.

PHYSICAL SKILLS REQUIRED:

Must be able to stoop, bend, crawl under vehicles on a creeper, operate wrenches, screwdrivers and other mechanic's tools, and lift moderately heavy objects.

Ability to operate brooms, mops, vacuum cleaners, floor machines, shovels, snow blowers, vehicle jacks, lawn mowers, and other tools of the trade.

Ability to maintain written records in English.

OTHER KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Working knowledge of buildings and grounds maintenance and cleaning procedures. Ability to paint and perform minor carpentry repairs. Ability to develop and maintain good working relationships with police officers, supervisors, and vehicle parts suppliers and garages.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Work is performed both indoors and outdoors, with exposure to the elements during snowstorms and other environmental conditions. Work involves the possibility of industrial accidents and exposure to hazardous chemicals such as cleaning fluids, paints, gasoline and motor oils.

MINIMUM QUALIFICATIONS REQUIRED:

Must possess a valid driver's license
Must be a minimum of 18 years of age
Must be a United States Citizen
Must possess a high school diploma or equivalent
No criminal record

Q. SPECIAL OFFICER

JOB SUMMARY:

Serves as a Special Officer performing mostly traffic control duties. Special Officers does not have arrest powers. Special Officers are not authorized to carry firearms while employed by the Tiverton Police Department.

SUPERVISION RECEIVED:

Works under the general supervision of a Lieutenant, Sergeant or Officer in Charge (OIC) who oversee general assignments. Duties are performed independently and Officer must exercise independent judgment in meeting emergencies and determining lawful and appropriate courses of action.

SUPERVISION EXERCISED:

Generally none.

EXAMPLES OF DUTIES:

Provides traffic control at road construction sites within the town borders. Responsible for efficient and safe travel of traffic around the worksite. Responsible for the safety of the workmen and the general public about the construction site.

Provide crowd control services at various events. Responsible for the safety of the people attending the event.

Completes and submits all required reports and records in conformance with department regulations and statutory requirements.

Assists citizens requesting assistance or information when appropriate.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED:

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to hear well enough to distinguish direction and content of conversations in person and over the radio and telephone, even in the presence of background noise.

Must be able to see well enough to read and fill out forms in artificial lighting conditions.

Must be able to stand or sit for protracted periods of time during traffic duty or other duties.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to read, comprehend, analyze and explain complex written materials pertaining to law enforcement.

Ability to use a personal computer to produce reports with a word processing system.

Must be able to maintain the physical standards required by the department.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Knowledge of modern police practices, techniques, and methods; knowledge of controlling laws, ordinances and court decisions. Thorough knowledge of the geography of the Town, and the rules and regulations of the Department. Ability to maintain effective working relationships with residents, tourists, Town officials, and officers from other law enforcement agencies.

MINIMUM QUALIFICATIONS REQUIRED:

Must possess a valid driver's license

Must be a minimum of 18 years of age
Must be a United States Citizen
Must possess a high school diploma or equivalent
No criminal record

Must be a retired a retired officer, previously serving with the Tiverton Police Department or other Rhode Island Law Enforcement Agency.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Physical effort involves standing and/or walking and occasional strenuous positions. Working conditions are disagreeable due to varying climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.