



# Shelburne Police Department

5420 Shelburne Rd., Suite 100  
Shelburne, Vermont 05482-0058  
(802) 985-8051

**Job Title:** Police Officer

**Department:** Shelburne Police Department

**Reports To:** Sergeant / Corporal

**FLSA Status:** Non-Exempt

**Prepared Date:** 01/23/2024

**Name:** *Michael T. Thomas*

## **Summary:**

The Police Officer Position is a full-time position ensuring the safety and security of people and property in Shelburne VT. The Police Officer is responsible for maintaining law and order while preventing and detecting suspicious and criminal activity in their patrol area. The scope of the Police Officer's responsibilities will include investigating, detaining, and arresting suspects and completing all appropriate paperwork. As a Community Oriented Police Department, the Police Officer will maintain quality relations with the community and supporting agencies; Police Departments, State Attorney's Office, DCF, Howard Center, Community Outreach, etc.

## **Essential Duties and Responsibilities:**

An employee in this position may be called upon to do any or all the following essential duties:

- Participate in the department's work by patrolling areas of Shelburne and enforcing Federal, State, local laws, and Town ordinances through education and law enforcement.
- Handle calls for service, both civil and criminal in nature.
- Perform traffic-related activities including directing traffic, conducting traffic stops, DWI enforcement, and investigation of motor vehicle crashes.
- Engage and participate in public relations events as directed by the Sergeant.
- Assist in investigations of theft, fraud, drug trafficking, etc.
- Prepare written reports, affidavits, logs, and other paperwork daily.
- Participate in training and complete related training records.
- Maintain relationships with outside agencies such as State Attorney's Office, DCF, Howard Center, Community Outreach, and other Police Agencies, etc.
- Make recommendations for commendations to the Patrol Sergeant.
- Promote Community Based Policing.
- Perform other related duties as required and directed.
- Patrols assigned areas and responds to requests for assistance as directed by dispatchers.
- Enforces laws through education, warnings, criminal citation, or arrest. Secures crime scenes, collects evidence, interview witnesses, and prepares and submits reports.
- Testifies in court cases, both civil and criminal, or other legal proceedings.
- Act as a mentor and resource to less experienced officers by providing guidance, advice, and feedback.
- Maintain positive community relations through open communications and continued dialog.

- Promote an attitude of friendliness, helpfulness, tact, understanding and caring in the performance of assigned duties.

## **Knowledge, Skills, and Abilities**

### **Knowledge**

- Vermont Law; Title 13, Title 23, Title 18, Title 7
- Modern police techniques and practices in law enforcement, investigations, crime, and accident prevention.
- Department General Orders, policies, rules and regulations, and procedures

### **Skills**

- Attention to detail and ensure accuracy of work.
- Handle stress effectively without it interfering with performance.
- Working effectively and timely to analyze and resolve issues.
- Operation and periodic maintenance of tools, equipment, weapon systems, vehicles, and computer systems (Valcour, Microsoft 365, Word, Excel, etc.) used within the department.
- Operation of police vehicles while on patrol as well as in emergent situations, in varying weather conditions, to include but not limited to rain, snow, and ice.

### **Abilities**

- Establish and maintain an effective working relationship with other employees.
- Exercise sound, independent judgment within established guidelines.
- Express ideas clearly and concisely, both orally and in writing.
- Act effectively in emergency and stressful situations by using good judgment, self-discipline, and courtesy.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed throughout are representative of the knowledge, skill and/or ability required.

The Patrol Officer Shall:

- Have a high school diploma or equivalent.
- Have excellent interpersonal and communication skills
- Be detail oriented and quality driven.
- Be able to work independently, handle multiple tasks, and prioritize work with minimal supervision.
- Be flexible and able to easily handle varying work assignments.
- Ability to work various shifts, weekends, and holidays
- Working knowledge of software applications used to support area operations, and familiarity with Internet resources
- Ability to successfully complete Field Training Program.
- The ability to handle stressful situations in a calm, confident and organized manner.
- Be discreet and have the insight to handle confidential information in a professional manner.
- Have an excellent past work record

### **Physical Requirements:**

Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, listen, see, observe, and perform repetitive motions. An officer must be able to, at a moment's notice, be

able to control and restrain a violent suspect, run distances, lift heavy objects, stand in the rain, snow, or heat of the day for hours on end. Daily wear 20 to 25 pounds (or more) of gear designed to assist you with your job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.

**EXCELLENCE IN THIS ORGANIZATION:**

At the Town of Shelburne, we are committed to delivering excellence by exceeding our residents' expectations and continuously improving. We foster a culture of accountability, transparency, and collaboration, valuing the contributions of every team member. We take pride in our work and hold ourselves and each other to the highest standards of performance and integrity.

**SELECTION GUIDELINES:**

Formal application, rating of education, experience, and interpersonal skills; oral interview, reference checks and background checks; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**The Town of Shelburne is an equal opportunity employer committed to diversity, equity, inclusion, and a strong sense of belonging in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Town of Shelburne makes hiring decisions based solely on qualifications, merit, and organization needs at the time.**