Frank B. Alvilhiera
Chief of Police

Lakeville Police Department

296 Bedford St.
Lakeville, MA02347

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November 30, 2016

POLICE OFFICER
LAKEVILLE, MASSACHUSETTS

The Town of Lakeville, Massachusetts (Population 10,000+) is seeking applicants for the position of Police Officer. In addition to a highly competitive salary structure, the Town of Lakeville offers an excellent benefit package and a challenging work environment.

QUALIFICATIONS: Applicants must be at least 21 years of age and possess a high school diploma or equivalent (Associates degree or higher in related field preferred). Must have a valid driver's license and be capable of obtaining a MA Firearms License. Applicant must have already attended a full-time municipal police academy or its equivalent and subsequently successfully completed same. Applicants with Municipal Reserve Academy or no academy training will not be accepted. The successful candidate will be required to have satisfactorily completed a medical, physical abilities test, psychological examination, as well as an extensive background investigation.

Further information, including a position description, may be obtained at the Selectmen's Office by calling (508) 946-8803, or by writing, Town of Lakeville, Selectmen's Office, Bedford Street, Lakeville, MA 02347. Resumes are to be sent to Chief Frank B. Alvilhiera, Lakeville Police Department, 296 Bedford Street, Lakeville, MA 02347. Closing Date is December 14th 2016. The Town of Lakeville is an Equal Opportunity Employer.

JOB OPENING

DATE: November 30, 2016

TITLE: **POLICE OFFICER**

SALARY: $892.41 to 1000.04 Weekly (FY17)

JOB DESCRIPTION:

A. SUMMARY:

A Police Officer is an employee who shall be responsible for the efficient performance of their duties in conformance with the rules, regulations, and policies contained in their manual.

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

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

B. DUTIES AND RESPONSIBILITIES

1. Exercise authority consistent with obligations imposed by their oath of office and is accountable to their superior officers, promptly obeying legitimate orders.

2. Coordinate their efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Communicate to their superiors and to fellow officers all information they have obtained which is pertinent to the achievement of police objectives.
4. Respond punctually to all of their assignments.
5. Acquire and record information concerning events that have taken place since their last tour of duty.
6. Record their activity during their tour of duty in the manner prescribed by their superiors. Complete detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest reports is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.
7. Maintain their weapons and equipment in a functional, presentable condition.
8. Assist citizens requesting service, assistance, or information, and courteously explain any insurance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
9. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into their custody.
10. Be alert to the development of conditions tending to cause crime, take preventive action to correct such conditions, and inform their superiors as soon as the situation permits.
11. Conduct a thorough investigation of all offenses and incidents within their area of assignment and scope of activity. They shall collect evidence and record data that will aid in identification, apprehension, and prosecution of offenders and the recovery of property.
12. Patrol an assigned area for general purposes of crime prevention and law enforcement. Pay special attention to any conditions conducive to crime or indicative of criminal activity. Patrol includes: apprehending persons violating the law or wanted by the police; public assembly checks; building security checks; observation and interrogation of suspicious persons; issuing traffic

citations; locating fires; reporting street light and traffic signals out-of order, street hazards and any conditions that endanger public safety; checks of schools, parks and playgrounds; responding to any public emergency.

13. Respond to situations brought to their attention while in course of routine patrol or assigned by radio. Render persons needing police services.
14. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
15. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
16. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately; when so directed by a superior officer.
17. Confer with court prosecutors and testify in court.
18. If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is kept clean both inside and out. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures. Use call number assigned to the car to contact headquarters. Operate the radio in line with FCC regulations and current departmental procedures.
19. Remain on their assigned route throughout their tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the Communications Officer has issued authorization.
20. Patrol every part of their beat giving particular attention t and frequently rechecking locations where the crime hazard is great. In so far as possible, they shall not patrol their area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location least expected.
21. Be alert for nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within their patrol area.
22. Take measures to direct the flow of traffic in their area during periods of congestion. If more than a temporary absence from their regular duties is required, notify the Commanding Officer.
23. Make periodic reports to the station house.

24. Keep radio equipment in operation at all times and be thoroughly familiar with the departmental policy concerning use of the radios.
25. Observe the following when assigned to traffic duty:

    a. Direct and expedite the flow of traffic at assigned intersection keeping in mind their duty as traffic Patrol Officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
    b. Enforce the parking ordinances and motor vehicle laws in their area.
    c. When called from a traffic post for emergency police services respond immediately and notify the station at the earliest possible opportunity.
    d. Wear the prescribed traffic safety clothing and equipment.
26. Those duties deemed necessary by the Chief of Police or his designee.

APPLICATIONS: Available at the Police Department
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DEADLINE: December 14th , 2016

PLEASE SUBMIT APPLICATIONS TO 296 BEDFORD ST. LAKEVILLE, MA. 02347. PLEASE MAKE TO THE ATTENTION OF CHIEF FRANK B. ALVILHIERA.

ALL APPLICANTS, AS WELL AS CURRENT EMPLOYEES OF THE TOWN OF LAKEVILLE MUST SUBMIT A NEW APPLICATION IN ORDER TO APPLY.

THE TOWN OF LAKEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, AGE, SEX, ANCESTRY OR HANDICAP.