



# LAKEVILLE POLICE DEPARTMENT

323 Bedford St.  
Lakeville, MA 02347



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Chief of Police

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## **JOB POSTING**

### **TOWN OF LAKEVILLE**

(External posting)

### **Full-time Police Officer**

**POSTING DATE:** January 25, 2024

**POSITION:** Full-time Police Officer

The Lakeville Police Department enjoys the benefit of working out of a brand-new state of the art facility. The department offers a professional and proactive work environment with opportunities for career and advancement.

Applications will be accepted for the position of full-time Police Officer. Applicants must be full-time academy trained through the Municipal Police Training Committee. Recruit Officers currently enrolled in a full-time MPTC academy are eligible to apply. Employment application and job description are available online at [www.lakevillema.org](http://www.lakevillema.org) under Job Openings. Submit cover letter, resume, copies of all diplomas / certifications / licenses, CORI form and mail or drop off the completed Town application to: Chief Matthew Perkins, Lakeville Police Department, 323 Bedford Street, Lakeville, MA 02347. Email inquiries to [mperkins@lakevillema.org](mailto:mperkins@lakevillema.org).


**COMPENSATION:** Salary ranges from \$52,076 to \$65,170. In addition, officers are also compensated with 14 paid holidays and 6 personal days per year. Education incentive Associate's Degree 7%. Bachelor's Degree 12%. Master's Degree 14½ %. Shift differential. Starting pay may be commensurate with experience.

**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 Massachusetts Firearms License. Successful completion of a full-time MPTC Certified Police Academy or equivalent is required. The successful candidate will be required to have satisfactorily completed a medical exam, physical abilities test, psychological examination, and an extensive background investigation.

**POSTING CLOSING:** Until filled

*The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Human Resources Department, [HR@lakevillema.org](mailto:HR@lakevillema.org), 508-946-8808.*

# JOB DESCRIPTION

	<h2 style="margin: 0;">Police Officer</h2>	ISSUE DATE: 01/25/24
		EFFECTIVE DATE: 00/00/00
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>None</b>		REVISION DATE: _____

## 1. SUMMARY

- a. Under the supervision of their Shift Supervisor/OIC, Police Officers shall be responsible for the efficient performance of their duties in conformance with the rules, regulations, and policies.
- b. Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community. Police Officers shall be expected to:
  - i. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
  - ii. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
  - iii. Aid individuals who are in danger of physical harm.
  - iv. Facilitate the movement of vehicular and pedestrian traffic.
  - v. Identify problems that are potentially serious law enforcement or governmental problems.
  - vi. Create and maintain a feeling of security in the community.

- vii. Promote and preserve the peace.
- viii. Provide other services on an emergency basis.
- ix. Perform other related duties as required.

## 2. ESSENTIAL FUNCTIONS

The essential functions of a police officer are extremely wide and varied, but may be divided into the following broad areas of general responsibilities:

- a. Exercise authority consistent with the obligations imposed by their oath of office and be accountable to their superior officers, promptly obeying legitimate orders.
- b. Coordinate efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of police objectives.
- c. Communicate to superiors and to fellow officers all information he/she may obtain which is pertinent to the achievement of police objectives.
- d. Respond punctually to all of their assignments.
- e. Acquire, by reading logs, reports and e-mails, information concerning events that have taken place since their last tour of duty.
- f. 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 report 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.
- g. Maintain assigned weapons and equipment in a functional, presentable condition, and immediately report defects, damage or loss of department equipment to the shift supervisor.
- h. Assist citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- i. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into his/her custody.

j. Be alert to the development of conditions tending to cause crime, take preventive action to correct such conditions, and inform his/her superiors as soon as the situation permits.

k. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. Officers shall collect evidence and record data, which will aid in identification, apprehension, and prosecution of offenders and the recovery of property.

l. 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 out-of-order street lights and traffic signals, street hazards and any conditions that endanger public safety; checks of schools, parks and playgrounds; responding to any public emergency.

m. Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first aid to persons who are seriously ill or injured. Assist persons needing police services.

n. Answer questions asked by the general public, assist juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.

o. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.

p. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately; when so directed by a superior officer.

q. Confer with court prosecutors and testify in court.

r. If assigned to operate 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 or as soon after, as practical, for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures. Use the call number assigned to the car to contact headquarters. Operate the radio in line with FCC regulations and current departmental procedures.

s. Remain on his/her assigned route throughout his/her tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the Desk Officer/Dispatcher has issued such authorization. If more than a temporary absence from their regular duties is required, notify the Commanding Officer.

t. Patrol every part of their assigned area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, officers 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.

u. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within his patrol area.

v. Take measures to direct the flow of traffic in their area during periods of congestion.

w. Make periodic reports to the station house.

x. Handle dispatching duties, when required and trained to do so. Keep communications (radio, telephone, etc.) equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.

y. Observe the following when assigned to traffic duty:

i. Direct and expedite the flow of traffic at assigned intersections keeping in mind his/her duty as a traffic Police Officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.

ii. Enforce the parking ordinances and motor vehicle laws in their area.

iii. When called from a traffic post for emergency police service, respond immediately and notify the station at the earliest possible opportunity.

iv. Wear the prescribed traffic safety clothing and equipment.

v. Officers shall maintain good physical condition in accordance with standards determined by the Chief of Police and any applicable statute, regulation or collective bargaining provision. All officers are expected to keep themselves as physically fit as their age permits and the nature of their duties require.

### 3. TRAINING AND EXPERIENCE

- a. High school diploma or equivalent is required. College degree from an accredited college or university with major course work in police science, criminal justice, political science, behavioral science, business or public administration, or a related field is strongly preferred.
- b. Qualified Police Officer candidates must successfully graduate from the Basic Recruit Police Academy and become certified as a full-time police officer by the Municipal Police Training Committee (MPTC). Qualified Reserve Police Officer candidates must graduate from the Basic Reserve/Intermittent Police Academy and become certified as part-time police officer by the MPTC.
- c. Applicants must possess strong written and verbal communication skills.
- d. Patrol Officers must possess a valid Massachusetts Operator's License, and a valid Massachusetts LTC.
- e. The successful candidate will be required to undergo an extensive background investigation, medical examination and psychological evaluation. In addition, the successful candidate will be required to pass the Physical Abilities Test (PAT), administered by the Human Resources Division of the Commonwealth of Massachusetts.

### 4. KNOWLEDGE, ABILITIES AND SKILLS

- a. Officers should possess a working knowledge of town by-laws and state statutes affecting police work and the department's rules and regulations.

### 5. WORKING CONDITIONS/ENVIRONMENT

This position is required to work a variety of schedules in a 24-hour, 7 day a week period, which may include, nights, weekends, holidays, and during natural disasters and emergency situations. Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information. Requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

## 6. PHYSICAL REQUIREMENTS

Physical Demands: Subdue resisting individuals; run a short distance to individuals requiring emergency assistance or apprehension; lift, carry, move, and/or drag objects occasionally more than 100 lbs.; force entry into buildings; climb flights of stairs, ladders, fences; walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving); reach, grasp, push, pull, perform repetitive motions for extended periods of time; load and discharge firearms.

Vision: see in the normal visual range with or without correction.

Hearing: hear in the normal range.

The Municipal Police Training Committee (MPTC) sets the standards for physical abilities testing (PAT) and has the right to change and introduce additional physical requirements.

*This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half (i.e., one- and one-half times) the regular rate of pay for all hours worked beyond forty hours in a work.*

*This 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 requirement of the job change.*