

**TOWN OF LYNDON  
JOB DESCRIPTION**

**POLICE OFFICER**

Position Status: This is a responsible job that is complex in nature and requires specialized police training to provide enforcement of the local local and State regulations and protection of citizenry.

Reports To: Police Chief

Compensation: Hourly

Job Description: This position requires police work in the areas of patrol, crime investigation, public relations, juvenile procedures, foot patrol and various related administrative duties.

**DUTIES AND RESPONSIBILITIES**

- Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders.
- Enforce all federal, state and local laws within departmental jurisdiction.
- Facilitate the movement of vehicular and pedestrian traffic.
- Attend and participate in court proceedings when necessary.
- Create and maintain a feeling of security in the community. Promote and work to improve community relations using foot patrols and public relations programs etc.
- Prepare and submit reports as needed.
- Operate police equipment in accordance with departmental and state regulations.
- Perform other related duties as assigned by the police chief.

**QUALIFICATIONS**

- Working knowledge of all laws and ordinances, departmental rules and regulations, policies and procedure pertinent to Lyndon.
- Current full-time certification as a sworn Vermont police officer.
- Knowledge of the geography of Lyndon.
- Ability to work independently.
- Skill in the use and care of firearms, police cruiser and other required police equipment.
- Ability to analyze and prioritize emergency situations and to adopt quick and reasonable course of action that minimizes the hazard to both the public and police personnel.
- Possession of a valid Vermont driver's license.

- Basic knowledge and skill in first aid.
- Ability to communicate both orally and in writing.
- High school diploma or equivalent.

I fully understand and accept the responsibilities of this position.

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Date:

Form Adopted 3/2/09