

VERGENNES POLICE OFFICER JOB DESCRIPTION

Essential Job Functions

- Familiarization with all departmental rules and regulations as they pertain to the position of Police Officer. Attend classes, participate in department training exercises, and study department materials to acquire and advance job knowledge and skills.
- Conduct criminal, motor vehicle and other investigations by securing areas, gathering and preserving evidence, interviewing complainants, victims, witnesses and others involved, taking field notes, collecting photographs, finger prints, affidavits, etc. Prepare affidavits, reports and court cases and present testimony in court for the above. Patrol specific districts on foot, bicycle or in a police vehicle. Assist in investigating suspicious activities and persons; make arrests for violations of federal and state laws and city ordinances. Respond to emergencies such as motor vehicle accidents, crimes in progress, etc. Respond to complaints; investigate and attempt to mediate conflicts.
- Investigate traffic accidents, aid injured persons, determine if any criminal offenses have been committed and write appropriate reports. Direct traffic at accidents, fires, public assemblages and at busy intersections as necessary. Patrol parking areas and city streets, issue tickets and summonses for parking and traffic violations. Investigate crimes against persons and property.
- When assigned to uniform duty, maintain uniforms, equipment and weapons in accordance with department directives.
- Serve subpoenas, arrest warrants, citations and deliver emergency messages. Provide prisoner transport. Deliver court paperwork. Maintain positive public relations while enforcing the law, providing information or otherwise assisting the public. Document all actions in writing as per department and state regulations.

Qualifications/Basic Job Requirements

- Must be 20 years of age to apply and must be at least 21 years of age by the time of hire.
- Must have no less than 20/20 corrected vision in each eye.
- Must be drug free for a minimum of three years.
- High School Diploma or equivalent required. Associates Degree or higher, Honorable Military Service or equivalent Law Enforcement work history preferred.
- Must have no felony or serious misdemeanor convictions, nor any habitual or serious traffic offenses, domestic violence or assault convictions. Other violations, which may adversely affect a law enforcement career, will be considered on a case-by-case basis.
- Ability to obtain and maintain a valid Vermont State driver's license.
- Must obtain and maintain Basic First Aid Certification.

- Must successfully complete written aptitude, physical fitness, and psychological exam.
- Upon conditional offer of employment candidate must successfully complete a Personal History Information packet, a polygraph examination, an officer panel interview, a background investigation, command review and medical/drug screening test.
- Must be able to meet fiftieth percentile physical fitness graduation standards required by the Vermont Criminal Justice Training Council.
- Must successfully gain full-time certification through the Vermont Police Academy (VPA).
- Must successfully complete all department required trainings and certifications.
- All successful officers will be self-motivated and display honesty, integrity, common sense, emotional stability and a tolerance to stress while maintaining a positive attitude consistent with the Law Enforcement code of Ethics and the Mission, Vision and Values of the Vergennes Police Department.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Additional Information

The City of Vergennes will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City of Vergennes is also committed to providing proper access to services, facilities, and employment opportunities.