

**TOWN OF WETHERSFIELD  
POLICE OFFICER**

**POSITION SUMMARY:**

Under regular supervision, performs basic law enforcement services in accordance with the mission, goals and objectives of the employing law enforcement agency in compliance with governing federal, state and local laws. Performs related duties as required.

**ESSENTIAL FUNCTIONS AND TASKS:**

**A. Essential Function** – Develop and maintain positive community and interpersonal relations.

**Examples of Essential Tasks:**

1. Maintain courteous relationship with citizens to foster positive relationship.
2. Talk with people on beat, patrol area, district, etc. to establish positive relationship.
3. Warn or counsel offenders instead of arresting them.
4. Respond to general information questions from public.
5. Recognize person's culture and adjust manner of communication accordingly to ensure understanding.
6. Offer alternatives to resolve conflict between disputants.
7. Speak to hostile groups to quiet them.
8. Provide information to individuals in need of social service referral.
9. Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, etc.
10. Advise business people about ways to secure their facilities.
11. Advise residents about ways to make 'their homes and property more secure.
12. Advise crime victims on procedures to file claim for victim's compensation.
13. Advise crime victims of the procedures to pursue prosecution.
14. Advise citizen on techniques to enhance personal safety:
15. Comfort emotionally upset persons.
16. Communicate with non-English speaking person.
17. Mediate civil disputes, e.g. landlord/tenant disputes.
18. Fill out affidavits and/or reports to document citizen's complaint.

**B. Essential Function** – Exercise discretion and meet high ethical standards while performing police duties:

**Examples of Essential Tasks:**

1. Exercise discretion in selecting appropriate enforcement action.
2. Apply ethical standards while performing law enforcement duties.
3. Recognize officer misconduct.
4. Report misconduct of other officers.

**C. Essential Function** – Respond to and provide initial and follow-up investigation of various crimes and events:

**Examples of Essential Tasks:**

1. Conduct preliminary and follow-up investigation (be first responder to various felony and/or misdemeanor crimes.)
2. Be first responder to various non-criminal calls for service.
3. Respond to and control critical incident, e.g. shooting, HAZMAT, terrorist event, natural disaster, etc.
4. Control spectator/media access at scene of law enforcement action.
5. Study crime scene to identify modus operandi (M.O.) of perpetrator.
6. Conduct neighborhood canvass to collect crime related information, identify witnesses, etc.
7. Interview/ interrogate suspects.
8. Observe suspect/ interviewee behavior to recognize deception, deceit, manipulation, etc.
9. Interview complainants, witnesses, etc.
10. Use basic listening skills while conducting interviews to ensure full understanding of person's words.
11. Use COLLECT, local and NCIC criminal information systems to obtain crime/ suspect related information.
12. Review and compare incidents for similarity of modus operandi (M.O.).
13. Use public records, e.g. motor vehicle, school, tax, police, etc. to locate missing or wanted persons.

14. Select photographs to conduct photographic line-up.
15. Conduct intelligence activities e.g. computer checks, backgrounds on known or suspected offenders.
16. Review facts of case to determine whether case is criminal or civil.
17. Write down confessions or other statements from suspects, victims and witnesses.
18. Conduct stationary surveillance of individuals, locations, vehicles, etc.
19. Review records and pictures to identify the suspect.
20. Summarize in writing the statements of witnesses and complainants.
21. Conduct background checks to verify reliability and credibility of witnesses.
22. Interview members of public by telephone to obtain detailed information about complaints or request, for service.
23. Hear and investigate unusual sounds or noises,
24. Smell and investigate unusual odors.
25. Describe persons to other officers (e.g., suspects, missing person).
26. Estimate and record value of stolen or recovered goods.
27. Respond to crime-in-progress call.
28. Serve as back-up officer at scene.
29. Hold person under investigative detention.
30. Observe and report possible terrorist activity.
31. Conduct suspect search with victim or witness to identify, a suspect.
32. Organize and conduct one-on-one viewing to identify suspect.
33. Review law enforcement records to determine whether recovered property is linked with a previous crime.
34. Review facts of case to identify elements and ensure proper charges.
35. Develop field contacts and intelligence sources.
36. Fill out Field Intelligence/Interview Reports.
37. Direct actions of law enforcement or public service personnel arriving to assist.

**D. Essential Function – Protect Crime scene and collect evidence and information.**

**Examples of Essential Tasks:**

1. Secure crime scene, i.e. establish security perimeter.
2. Examine evidence from crime scene to determine relevance.
3. Use drug test kit to test evidence.
4. Observe crime scene to determine need for processing by specialist, e.g. evidence technician.
5. Locate and protect possible trace evidence.
6. Fill out forms or tags to document chain of custody of evidence.
7. Collect and package (bag and tag) evidence and/or property.
8. Describe in written form the location of physical evidence at a crime scene.
9. Prepare, evidence for. lab analysis, e.g. questioned documents, fingerprints, etc.
10. Use identifying numbers (e.g. serial, product, etc.) and descriptions to trace stolen goods.
11. Use illuminators to safeguard scene.

**E. Essential Function – Arrest and Detain Persons:**

**Examples of Essential Tasks:**

1. Advise persons of constitutional (Miranda) rights.
2. Apprehend and place juvenile offenders in custody.
3. Arrest persons with a warrant.
4. Arrest persons without a warrant.
5. Conduct full search of arrested persons.
6. Conduct frisk or pat down.
7. Handcuff suspects or prisoners.
8. Take into custody person detained by citizen or merchant.
9. Conduct field interview of suspicious person.
10. Execute arrest warrants.
11. Fingerprint suspects or prisoners taken into custody.
12. Assist arrested person to contact legal counsel, i.e. provide phone access.
13. Recognize signs of suicide risk in prisoner or arrested person.

14. Observe persons in custody to determine whether they are intoxicated or in medical distress, i.e: diabetic reaction, etc.
15. Check arrestee making bail for outstanding warrants.
16. Compare photographs to verify identity of prisoners.
17. Observe physical condition/appearance of prisoners and/or persons in custody to assess need for medical attention.
18. Fill out forms to inventory prisoner's personal property.
19. Conduct strip search of arrested person according to law and agency procedure.
20. Photograph arrested persons, i.e. take mug shot.
21. Forcibly place resisting person in cell.
22. Forcibly remove resisting person from cell.
23. Use force as necessary and appropriate in apprehension of criminal suspects.
24. Make arrest without warrant at scene of domestic violence.
25. Handcuff resisting person.
26. Handcuff passive person.
27. Explain process of obtaining bail to person in custody or other parties.
28. Escort persons in custody to various destinations, e.g. medical facility, court, etc.
29. Restrain unruly or violent individuals, remove from public areas, and arrest if necessary.
30. Guard person in custody outside detention facilities, e.g. court, medical facility, etc.

**F. Essential Function – Conduct search and seizure**

**Examples of Essential Tasks:**

1. Plan and execute search warrants
2. Fill out seized property inventory resulting from a search warrant.
3. Plan conduct of warrantless search.
4. Search automobile incident to arrest.
5. Conduct warrantless search of premises or property in fresh or hot pursuit, with or without consent, incident to arrest, etc:
6. Seize contraband, weapons and stolen property from suspects.
7. Request verification of warrants before execution.

**G. Essential Function – Provide emergency assistance:**

**Examples of Essential Tasks:**

1. Respond to active shooter situations.
2. Search for missing children.
3. Take emotionally disturbed persons into protective custody for involuntary mental health evaluation.
4. Contact Mental Health resource (Program, facility, etc.) to obtain help for emotionally disturbed person.
5. Administer cardio-pulmonary resuscitation (CPR) to adult.
6. Administer artificial rescue breathing.
7. Apply basic first aid to control bleeding.
8. Apply basic first aid to treat for abrasions.
9. Apply basic first aid for amputations.
10. Apply basic first aid to unresponsive/unconscious person.
11. Apply basic first aid to treat for fire burns.
12. Apply basic first aid to treat for chemical burns.
13. Apply basic first aid to treat for convulsions.
14. Apply basic first aid to treat for diabetic reaction.
15. Apply basic first aid to treat for electric shock.
16. Apply basic first aid to treat for eye injuries.
17. Apply basic first aid to, treat for gunshot wounds.
18. Apply basic first aid to treat for heart attack.
19. Apply basic first aid to treat for heat exhaustion.
20. Apply basic first aid to treat for heat stroke.
21. Apply basic first aid to treat for lacerations.
22. Apply basic first aid to treat for drug overdose.

23. Apply basic first aid to treat for poisoning.
24. Apply basic first aid to treat for stabbing or puncture wounds.
25. Apply basic first aid to treat for seizure.
26. Apply basic first aid to treat for shock.
27. Apply basic first aid to treat for sprains and strains.
28. Apply basic first aid to treat for stroke.
29. Apply basic aid for choking, e.g. Heimlich Maneuver.
30. Deliver a baby.
31. Use airway pocket mask to help resuscitate person.
32. Participate in evacuation of areas endangered by toxic gases, liquids, chemical hazards or other spilled materials.
33. Participate in evacuation of buildings and surrounding areas in response to threat of explosion, e.g. bomb, natural gas, radiological, etc.
34. Erect emergency traffic control signs/signals to divert traffic.
35. Place barricades on roadway to protect or secure crime or crash scene.
36. Conduct rescues of stranded persons during floods, ice storms, and other disasters.
37. Recognize and properly handle illegal and/or hazardous materials, e.g. drugs, chemicals, etc.
38. Confront, in a riot formation, groups of agitated people.
39. Transport emotionally disturbed persons.
40. Transport persons needing assistance, e.g. child, mentally impaired, special needs, etc.
41. Assist handicapped persons.
42. Use AED (Automated External Defibrillator).
43. Administer CPR to a child or infant.
44. Communicate with deaf and/or mute persons.
45. Use chemical agents and other not equipment, e.g. Pepper Fogger.
46. Take control of publicly intoxicated/disruptive person.
47. Dispose of contaminated clothing, sharps, etc. according to standard practice.
48. Respond to mutual aid request.
49. Respond to and control scene involving barricaded subject.

**H. Essential Function** – Respond to and conduct investigation of motor vehicle crash.

**Examples of Essential Tasks:**

1. Investigate motor vehicle crash to determine causes or factors contributing to a crash.
2. Search for, protect and collect evidence at motor vehicle crash scene.
3. Collect facts of motor vehicle crash to determine charges.
4. Field sketch diagram of motor vehicle crash.
5. Diagram motor vehicle crash scenes for final report.
6. Control traffic at scene of crash investigation.
7. Follow agency policies or state statutes to impound and inventory vehicles.
8. Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.
9. Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.
10. Describe motor vehicle damage in motor vehicle crash to complete report.
11. Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).
12. Take measurements at motor vehicle crash scene (e.g., triangulation, baseline, coordinate and combination, etc.).
13. Review/Consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.

**I. Essential Function** – Enforce state and local motor vehicle laws.

**Examples of Essential Tasks:**

1. Select locations and position oneself to conduct selective traffic enforcement duties.
2. Use speed enforcement devices to clock vehicle .speed.
3. Administer field sobriety tests, e.g. Standardized Field Sobriety Test, Horizontal Gaze NYSTAGMUS, Walk and Turn, One-leg Stand.

4. Arrest/Summons DUI suspect.
5. Fill out DUI arrest and administrative reports.
6. Pace vehicle with speedometer to establish evidence of speeding.
7. Explain motor vehicle law requirements to citizens, e.g. inspection, registration, etc.
8. Follow suspect vehicle to observe traffic violations.
9. Inspect vehicle to identify equipment safety violations.
10. Perform DMV check on violator's vehicle while operating law enforcement vehicle.
11. Issue written warnings, infractions and summonses.
12. Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.
13. Watch moving vehicle to visually estimate excessive speed.
14. Inspect and tag abandoned vehicles along roadway.
15. Investigate suspicious vehicle.
16. Enforce and explain passenger restraint laws.

**J. Essential Function** — Operate emergency vehicle.

**Examples of Essential Tasks:**

1. Engage in high-speed pursuit in congested area.
2. Engage in high-speed response in congested area.
3. Engage in high-speed pursuit off road.
4. Engage in high-speed response off road.
5. Engage in high-speed pursuit on open road.
6. Engage in high-speed response on open road.
7. Escort money, valuables, or people to provide security.
8. Operate vehicle to transport prisoner.
9. Operate and read mobile data terminal (MDT).
10. Conduct driving maneuver to physically stop an offending vehicle.
11. Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.
12. Inspect law enforcement vehicle for weapons and contraband (i.e., before and after prisoner transport, shift change, etc.)
13. Operate law enforcement vehicle in heavy rain.
14. Operate law enforcement vehicle on dirt/gravel covered road.
15. Operate law enforcement vehicle on ice/snow covered road.
16. Operate law enforcement vehicle at night.
17. Transport juveniles to home or detention facility as appropriate.

**K. Essential Function** – Conduct motor vehicle stop

**Examples of Essential Tasks:**

1. Conduct/execute high-risk vehicle stop.
2. Execute stop of motor vehicle and approach and talk to operator and passengers.
3. Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.
4. Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.
5. Watch occupants of stopped vehicle to identify unusual or suspicious actions.
6. Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.
7. Look for and identify suspect vehicle by color and description.
8. Observe moving vehicles to identify possible criminal activity, e.g. drug transportation.
9. Conduct low speed pursuit of motorist refusing to stop
10. Use stop-strip or other tire-deflating devices to stop vehicle.

**L. Essential Function** – Use physical force and exertion to perform duties.

**Examples of Essential Tasks:**

1. Perform strenuous physical activities in a series, e.g. sprint, run upstairs, wrestle, pull, carry, etc.
2. Perform duties wearing full duty gear.
3. Perform duties wearing body armor for extended periods of time.
4. Break up fights between two or more persons.
5. Jump down from a height.

6. Climb over a fence.
7. Work in a confined, closed-in area.
8. Drag or push heavy objects other than a vehicle.
9. Jump across ditch or other such obstacle.
10. Lift while in stationary position a heavy object or person.
11. Perform duties while wearing heavy equipment other than gun belt.
12. Sprint at full speed (less than 300 yards.)
13. Run up stairs.
14. Run down stairs.
15. Stand for more than 4 hours of work shift.
16. Walk for more than 4 hours of work shift.
17. Bend over/kneel to search under vehicle.
18. Grip person tightly to prevent escape/control movement.
19. Climb stairs in multiple story buildings.
20. Extend arm to reach and search tight spaces.
21. Twist at waist to direct traffic.
22. Hold person upright to prevent their falling e.g. drunk.
23. Support person while walking to prevent their falling.
24. Bend/kneel to apply shackles, cuffs, etc.
25. Perform physically demanding duties for extended periods of time without meal or comfort breaks.
26. Recognize and differentiate among sounds from multiple, simultaneous directions.
27. Perform duties while wearing PPE.
28. Hold flashlight while performing various law enforcement duties.
29. Use flashlight to defend oneself.
30. Defend oneself from position on ground.
31. Use fists to defend oneself.

**M. Essential Function** – Write and read reports and other law enforcement related documents and materials.

**Examples of Essential Tasks:**

1. Prepare arrest-related paperwork, e.g. Uniform Arrest Report, Criminal Complaints and Affidavits, Offense and Incident Report, Domestic Violence Form, etc.
2. Read court and legal papers to determine meaning and proper law enforcement response, e.g. restraining and protection orders, etc.
3. Read/Review warrants and affidavits to ensure completeness and accuracy.
4. Follow department and, state laws and, rules of privacy and security to control access to departmental records.
5. Review statute of limitations to ensure proper enforcement action.
6. Write field notes to record actions, interviews, etc.
7. Use computer word processing programs and equipment to prepare reports.
8. Write in depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).
9. Conduct legal research in state and local, laws, etc. to determine proper charges or practice.
10. Write reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).
11. Enforce court issued order (e.g., writes, protection orders, etc.).
12. Read and comprehend municipal/state land tribal codes and ordinances.
13. Read and comprehend State Criminal Law.
14. Read and comprehend Motor Vehicle Law.
15. Read and comprehend departmental bulletins.
16. Read and comprehend training manuals, e.g. handouts.
17. Read and comprehend department rules and regulations, policies and procedures, and operations manuals.
18. Read and comprehend textbooks on policing or legal matters.
19. Read and comprehend articles in professional publications (IACP, FBI, etc.)
20. Read and comprehend U.S. codes.

21. Read and comprehend Rules of Criminal Procedure and Evidence, e.g.
22. Search and Seizure, Rules of Arrest, etc.
23. Read and comprehend Technical and Owner's Manuals for Assigned Equipment.
24. Read and comprehend First Aid Manual.
25. Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.
26. Read and comprehend legal documents, e.g., orders, pleadings, disposition, etc.
27. Read and comprehend judicial case law.
28. Read and comprehend witnesses' affidavits, sworn statements and testimony.
29. Read and comprehend U.S. Constitution.
30. Read and comprehend the Constitution of the State of Connecticut.
31. Read and comprehend Connecticut Law Enforcement Legal Bulletins.
32. Read and comprehend Law Enforcement Code of Ethics.
33. Read and comprehend standard business/professional correspondence.
34. Read and comprehend road signs, controls and markings.
35. Read and comprehend Physician's Desk Reference.
36. Read and comprehend DOT Emergency Response Guide.
37. Read and comprehend standard desk reference books, e.g. dictionary, Thesaurus, etc.

**N. Essential Function** – Present testimony and evidence.

**Examples of Essential Tasks:**

1. Consult with State's Attorney's office prior to testimony regarding case.
2. Consult with State's Attorney's office regarding or to obtain warrant authorization from judge.
3. Present evidence and testimony in legal and/or administrative proceedings, e.g. arraignment, Preliminary Hearing, Trial, Grand Jury, etc.
4. Explain court procedures to suspects, victims, and witnesses.
5. Read/Review case reports and notes to prepare for court testimony.

**O. Essential Function** – Intervene in and control human conflict.

**Examples of Essential Tasks:**

1. Control non-violent crowds.
2. Speak confidently to project control, self-assurance, etc.
3. Counsel juveniles.
4. Speak plainly/clearly to encourage understanding.
5. Deliver emergency messages (e.g. injuries, death).
6. Use and adjust language appropriate to listener.
7. Maintain concentration while many people speak to you simultaneously.
8. Maintain personal calm to prevent making situation worse.
9. Use verbal de-escalation techniques to communicate with person.
10. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
11. Observe crowds at large gatherings (e.g. concerts, fairs, athletic events, strikes) to detect problems or illegal activity.
12. Talk with families of adult suspects or defendants to advise, inform, notify, etc.
13. Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.
14. Conduct parent-juvenile conferences.
15. Use voice and words to calm a situation, send message, etc.
16. Locate and observe crowd agitators.
17. Negotiate agreements to solve conflict.
18. Use body language to project control and influence situation.
19. Observe person's body language to assess attitude, intentions, etc.

**P. Essential Function** – Use deadly force and the threat of deadly force in performance of duties.

**Examples of Essential Tasks:**

1. Discharge firearm at person.
2. Carry authorized firearm when off duty.
3. Clean and inspect weapon.

4. Discharge firearm in low light conditions, e.g. at night, in darkened room, etc. (not including training).
5. Draw weapon to protect self or third party.
6. Destroy (shoot) seriously injured or sick animals.
7. Fire weapon in self-defense at attacking or dangerous animal.
8. Recognize disguised weapons, e.g. belt buckle, knife.
9. Detain person at gunpoint.
10. Carry back-up knife on duty.
11. Unload various firearms (including seized firearms) safely
12. Clear malfunction of various firearms (not including training).
13. Reload firearms under combat conditions (not including training).
14. Fire weapon in dark environment while using flashlight (not including training).
15. Discharge shoulder weapons, e.g. rifle, shotgun, etc. (not including training).
16. Use less lethal munitions, e.g. bean bag, rubber pellets, etc.

**Q. Essential Function** – Perform various basic law enforcement duties.

**Examples of Essential Tasks:**

1. Fill out Racial Profile Form.
2. Take custody of lost and found property.
3. Verify the identity of deceased persons.
4. Advise appropriate agency of traffic control needs.
5. Use flashlight, illuminated baton or hand signals to direct traffic.
6. Investigate roadway to assess safety, repair needs, etc.
7. Plan and organize traffic detours.
8. Stand at traffic control post at special functions, e.g. VIP visit, parade, etc.
9. Direct removal of vehicle obstructing traffic.
10. Check motor vehicle records to verify title, license information, and registration.
11. Use spoken radio codes to communicate verbally.
12. Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.
13. Operate computer keyboard and read screen to check for wants/warrants on persons through local, COLLECT and NCIC computer systems.
14. Check and update status of wants, warrants, and stolen property through local, COLLECT and NCIC computer systems.
15. Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevents property damage, etc.
16. Perform law enforcement duties in all weather and temperatures.
17. Patrol locations that are potentially physically hazardous (e.g. construction site, prohibited areas, etc.).
18. Track persons from scene (e.g. footprints in snow or mud).
19. Issue summons for non-traffic offenses (e.g. local ordinances and state laws).
20. Request bystanders to assist in an apprehension.
21. Advise businesses on ways to detect and respond to workplace violence.
22. Perform basic arithmetic functions.
23. Remove persons on premises illegally.
24. Perform directed (e.g. planned/structured) patrol assignments.
25. Use protective equipment when involved with weapons training and/or qualification.
26. Initiate Amber Alert.
27. Use computer terminal to exchange information with other agencies.
28. Recognize laws and limits on law enforcement powers crossing jurisdictional lines.
29. Accompany spouse/domestic partner to pick up belongings

**EXAMPLES OF DEGREES OF EXERTION REQUIRED OF CONNECTICUT POLICE OFFICERS**

Walk continuously during work tour:	4.5 hours
Stand continuously during work tour:	6 hours
Run after a fleeing suspect:	330 feet

Run up stairs:	3 flights
Climb over an obstacle:	6 feet high
Jump down from a surface:	5 feet
Jump over an obstacle:	3.5 feet
Hold a person by oneself to control his/her movements:	5 min. 192 lbs. 5'11"
Physically struggle with person by oneself:	3 min. 191 lbs. 5'11"

#### ENVIRONMENTS IN WHICH CONNECTICUT POLICE OFFICERS PERFORM ESSENTIAL TASKS

##### WEATHER:

Heat	Hail	Sleet	Dust
Rain	Snow	Smoke	Smog
Fog	Wind	Ice	Humidity
Darkness	Pollen	Sun/Glare	(-) U-100 (+) Degrees
Rapid Environmental Change		Icy Surfaces	

##### VEHICLE:

Air-Borne Contaminants/Enclosed Space	Heater
Air Conditioning	Open Windows
Ventilation	Seat Belt
Equipment/Limited mobility	Glare
Vision Reduced/Obscured	Visibility
Irritating Fumes/Toxic Fumes	Radar Emissions
Worn Out Vehicles/Shocks/Brakes	Noise Extremes
Rapid Environmental Change	Radio Frequency Emissions

##### INSIDE LAW ENFORCEMENT FACILITY:

Ventilation	Crowding	Heat/Cold
Light	CRT Screens	Toxic Fumes
Glare	Cigarette Smoke	Noise

##### INSIDE FIREARMS RANGE:

Noise	Smoke
-------	-------

##### EQUIPMENT USED TO PERFORM ESSENTIAL TASKS:

Automobile	Body armor (hidden vest, exterior vest)
Intoxilyzer	Automated External Defibrillator
Business directory	Pepper Spray
Chemical agents	Drug and Narcotic I.D. field kit
Gasoline Pump	Blood-borne pathogen protection equipment
First Aid Kit	Road flares
Flashlight	Flexi-cuffs
Gas mask (Bio-hazardous mask)	Handcuffs
Portable police radio	Manual traffic control device
Photocopier	Video recording equipment
Fire extinguisher-agents	Public address system
Traffic Cones	Alley light
Semi-automatic pistol	Shotgun/Rifle
Cellular phone	Spotlight
Stationary computer terminal	O.C. Products
Typewriter	Law Enforcement vehicle radio equipment
FAX	Photographic equipment

Print roller	Emergency Lights and sirens
Marking Chalk	Rubber Gloves
Tape measure	Ballistics body armor
AFIS	Taser/ECD
Weapon cleaning equipment	Reflective vest
Laptop computer	In-Car Video Camera
Knife	Mug Shot Camera
Ammunition/magazine/clip	E-Mail
Paper Shredder	Telephone equipment
Laser speed detection device	Computer software programs
Mobile Data Terminal/Computer	CPR Pocket Mask
Tuberculosis (HEPA) Mask	Digital Camera
Collapsible Baton (ASP)	Pen and Pencil

## **ENTRY LEVEL CT POLICE OFFICER MAJOR PRE SELECTION KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

### **Written Communication:**

1. Knowledge of basic grammar, usage, spelling, sentence and paragraph construction.
2. Skill in printing clearly.

### **Oral Communication:**

1. Skill in communicating effectively with fellow officers and the public.
2. Ability to communicate in clear, understandable manner using language appropriate to the situation.

### **Judgment:**

1. Ability to reach logical conclusions based on the evidence at hand.
2. Ability to exercise good judgment and common sense; to discern the particular needs of a situation and to act accordingly in an appropriate manner.
3. Ability to change mind appropriately.
4. Ability to gather facts and to come to a reasonable conclusion.
5. Ability to draw conclusions from accumulated past experience.
6. Ability to control personal prejudices.
7. Ability to display sound, practical, sensible judgment; common sense.
8. Ability to exercise discretion appropriately.
9. Ability to pay attention to detail.

### **Perceptual Retention:**

1. Ability to gain an understanding and awareness of what is occurring through use of the senses: seeing, hearing, tasting, smelling, feeling.
2. Ability to understand oral instructions.
3. Ability to listen actively, with understanding, to the communication of others.
4. Ability to use peripheral vision and visual acuity.

### **Physical Agility:**

1. Ability to perform motor functions.
2. Skill in physical agility.
3. Skill in manual dexterity and motor coordination.

### **Reading Comprehension:**

1. Ability to understand written instructions.

### **Leadership / Impact:**

1. Ability to remain empathetic, calm, professional, and dignified regardless of situation.
2. Ability to be tactful and courteous.
3. Ability to work through personality conflicts, e.g. peers and/or supervisors.
4. Ability to give appearance of self-confidence and pride; includes demeanor and voice.

### **Stress Tolerance:**

1. Ability to work long hours, i.e. more than the assigned shift.
2. Ability to accept periodic boredom and to keep it in perspective; to do repetitive work.

### **Responsiveness to Control and Authority:**

1. Ability to follow orders.
2. Ability to follow chain of command.

3. Willingness to follow orders, perform tasks, and accept responsibility.
4. Willingness to learn new skills and techniques; to comply with changes introduced by supervisors.

**Emotional Maturity:**

1. Ability to assess one's own limitations, strengths and weaknesses.
2. Honesty and integrity-adheres to social, ethical and organizational norms.
3. Ability to take constructive criticism.
4. Knowledge about one's self.
5. Self motivated to achieve; pride in work.
6. Displays a strong regard for safety of fellow officers.
7. Willingness to assist and support fellow officers/employees.
8. Willingness to cooperate, communicate and coordinate with other individuals, units and departments.

**Technical Knowledge, Skill and Ability:**

1. Ability to learn the skills, and knowledge necessary for satisfactory performance of patrol officer tasks and duties.
2. Ability to memorize.

**Other KSAO'S:**

1. Self motivating:
2. Possessing a positive attitude toward work.
3. Desirous of doing a good job.
4. Lacking a "Know it all" attitude.

**ENTRY LEVEL CT-POLICE OFFICER MAJOR POST SELECTION KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

**Written Communication:**

1. Ability to express ideas clearly in writing.
2. Skill in writing clear, concise, complete reports.
3. Ability to write a thorough report, accurately documenting information gathered.
4. Skill in drawing neat, thorough, accurate diagrams.
5. Ability to operate computer. keyboard and use standard office software.

**Oral Communication:**

1. Skill in adapting behavior and communication style to the needs of a particular situation.

**Judgment:**

1. Skill in identifying suspicious behavior and potentially troublesome situations regardless of setting.
2. Skill in determining need for and use of reasonable force.
3. Ability to differentiate between normal and criminal activity, normal and suspicious conditions.
4. Ability to make decisions in situations where guidelines may not be absolutely clear, to act independently when appropriate.
5. Ability to discern the limitations of patrol officer's decision-making discretion in a given situation; when to seek assistance.
6. Ability to maintain, not forgetting what patrol officer's duty is.
7. Ability to set priorities in all situations and to proceed in a rational order from most to least important activity.

**Perceptual Retention:**

1. Skill in obtaining accurate description of person and property.
2. Skill in techniques of proper documentation and note taking.
3. Ability to Understand and comprehend radio messages and transmissions'.
4. Ability to hear radio while other things are going on; always alert to one's own call and to what is occurring.

**Physical Agility:**

1. Ability to develop a sufficiently rapid reaction time to be able to perform successfully in situations demanding swift performance.
2. Ability to maintain a level of physical fitness and mental sharpness which allow for satisfactory performance of all demanding tasks and duties.

**Reading Comprehension:**

1. Ability to read and understand complex technical writing.

**Leadership/Impact:**

1. Ability to maintain a command presence.
2. Ability to take charge in emergency situations.
3. Ability to remain empathetic, calm, professional, and dignified regardless of situation.
4. Ability to adapt personal behavior style to continually changing circumstances.
5. Ability to deal effectively, with victims, family members, curiosity seekers and the press.
6. Ability to remain, objective no matter what the circumstances are and conduct an investigation.
7. Ability to know where and when not to give an ultimatum.
8. Ability to mediate disputes.
9. Ability to be appropriately assertive with all kinds of people.

**Stress Tolerance:**

1. Ability to handle and coordinate a variety of events occurring at an emergency scene.
2. Ability to deal with unpleasant situations, e.g. blood, dismemberment, foul odors, and maintain a controlled and professional demeanor.
3. Ability to receive abuse in the form of language and behavior from members of the public and behave in a professional and appropriate manner.
4. Ability to work alone and to handle adverse conditions.
5. Ability to accept fear and to keep it in perspective.
6. Ability to exercise self control; e.g. control fear, anger, squeamishness; remain calm in stressful situations.
7. Ability to handle frustration and disappointment without losing professional perspective.

**Responsiveness to Control and Authority:**

1. Willingness to follow instruction.

**Emotional Maturity:**

1. Ability to follow through to the end of any investigation and/or inspection.

**Technical Knowledge, Skill and Ability:**

1. Skill in operating a police vehicle.
2. Ability to use radio codes.
3. Ability to perform effectively a variety of job related tasks.
4. Ability to relate an event to similar events and to recall suspects who do similar crimes.

**Other KSAO'S:**

1. Ability to learn geography of employing community.