

**HINESBURG COMMUNITY POLICE OFFICER  
JOB DESCRIPTION**

**FLSA Designation:** Non Exempt

**Nature and Scope of Position:**

This position performs specialized law enforcement work, with an emphasis on community policing, for the Town of Hinesburg. Duties include prevention, detection and control of criminal activities, and assistance to the general public. This position exercises independent judgment and initiative, with work reviewed through reports, records and observation of results obtained.

The officer reports to the Chief of Police via chain of command.

**Duties and Responsibilities:**

Patrol Hinesburg by patrol vehicle; assist motorists, enforce traffic laws and investigate accidents.  
During assigned shifts, serve as primary law enforcement officer for the Town of Hinesburg and respond to all types of calls including burglaries, missing children, assaults, and robberies. Conduct criminal investigations.  
Make arrests for violations of law; gather evidence and prepare reports for court cases.  
Appear in Court to present evidence.  
Maintain appropriate records of activities.  
Interview crime victims, witnesses and suspects to obtain information.  
Serve subpoenas, arrest warrants, search warrants, and other legal documents related to criminal matters.  
Deliver emergency messages and death notifications to affected persons.  
Transport prisoners.  
May assist other law enforcement agencies in apprehending fugitives or other duties.  
Maintain equipment, vehicles, and weapons.  
Maintain effective relationships throughout the public safety community, including local, state, and federal authorities.  
Perform other duties as assigned by chief of police.

**Requirements of Work:**

Working knowledge of Vermont Criminal and Motor Vehicle Law, Vermont Rules of Criminal Procedure, and all town ordinances and policies pertaining to police work.  
Working knowledge of community policing and methods of investigating accidents and crimes, observing pertinent facts, and obtaining evidence.  
Ability to establish and maintain effective working relationships.  
Excellent judgment and personal integrity.  
Good physical condition.

**Education, Training and Experience:**

Must successfully complete training and certification requirements of the Vermont Criminal Justice Training Council.  
Four-year college degree preferred.

**Physical Demands / Work Environment:**

Duties are largely performed in the field, usually in a motor vehicle during an assigned shift of duty under all types of weather conditions. Duties require evening, night, weekend, and other irregular duty hours and overtime duty. Exposure to danger may occur in a variety of ways. Attendance at meetings, court hearings, trainings and seminars may be required. Incumbents will be required to wear a uniform and carry firearms during duty shifts. Emergency needs and Department priorities may result in interruption and/or cancellation of scheduled days off.