

RESERVE/INTERMITTENT POLICE OFFICER

A. SUMMARY

Reserve/Intermittent Police Officers shall be appointed from time to time as provided by law, under Massachusetts General Laws Chapter #31 (Civil Service Laws). They shall have the same power and authority as full time sworn police officers provided by law, under Massachusetts General Law Chapter #41, Section #98. Reserve/Intermittent Police Officers will be utilized as needed to cover shifts and/or other duties.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Reserve/Intermittent Police Officer to:

1. Be responsible for the efficient performance of his or her duties in conformity with the policies, procedures, rules and regulations of the department and obey the directions of the Chief of Police and/or other superior officers.
2. Complete a mandatory Program of Training as provided by the Municipal Police Training Committee to become certified as a Reserve Police Officer in the Commonwealth of Massachusetts before performing any police duties, other than training duties.
3. Reserve Police Officers will attend annual In-Service Training at an approved Municipal Police Training Committee facility equivalent to the training provided permanent full time Salisbury Police Officers.
4. Reserve Police Officers will receive equivalent firearms training, (demonstrating proficiency, which shall be documented by a qualified weapons instructor), and the "Use of Force" training as that of permanent full time Salisbury Police Officers.
5. Familiarize themselves with all instructions and regulations governing the duties, responsibilities, conduct and demeanor of a patrol officer.
6. Maintain a well-groomed appearance and maintain his or her clothing and equipment in a proper state of cleanliness and repair.
7. Be required to wear the official approved uniform, which is the same as all full-time Salisbury Police Officers.
8. Exercise care in the use of police premises, property and equipment.
9. Reserve Police Officers shall be permitted to be part of the collective bargaining unit of the departments' sworn personnel, and will be insured and indemnified to the same level as permanent full time Salisbury Police Officers.
10. Perform other such duties as assigned by the Chief of Police or his/her designee.

SPECIAL POLICE OFFICER

A. SUMMARY

Special Police Officers shall be appointed from time to time as provided by hiring practices and shall have the same power and authority as full time sworn police officers provided by law, under Massachusetts General Law Chapter #41, Section #98. Special Police Officers will be utilized as needed to cover shifts and/or other duties.

Retired Salisbury Police Officers who retired after January 1, 2015 may be eligible to become sworn Special Police Officers with the approval of both the Chief of Police and Mayor. They shall have the same power and authority as full time sworn police officers provided by law, under Massachusetts General Law Chapter #41, Section #98.

Any eligible Retired Salisbury Police Officer who wishes to be appointed as a Special Police Officer must submit a resume and cover letter to the Chief of Police explaining why he should be appointed as such. If the Chief of Police approves of the appointment, he/she will then submit the resume and cover letter, along with a recommendation to the Mayor. Once the Mayor approves of the appointment the officer must then meet with the Chief of Police or Executive Lieutenant, to review training requirements, uniform standards and duty requirements.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Special Police Officer:

1. A Special Police Officer holds no Civil Service status, but can perform in the same capabilities as a full-time Police Officer or Reserve Police Officer. A Special Police Officer is required to have successfully completed a full-time Academy administered by the Massachusetts Police Training Council.
2. Salisbury Special Police Officers are employees at will and are not covered under collective bargaining agreement. If, at any time after the appointment of a Special Police Officer, the Chief of Police determines that the continued appointment of a Special Police Officer is not in the best interest of the Salisbury Police Department, the Chief may recommend to the Town Manager that the appointment be annulled. The Town Manager will make the final determination as to the status of the appointment.
3. Special Police Officers agree and understand that they are not eligible for benefits under MGL C. 41, S. 111F.
4. After appointment as a Special Police Officer, no officer will perform in an actual police function until he/she has completed all the required mandatory training required by this department. Further, each candidate must become CPR and First Responder certified and successfully complete firearms qualification per department policy.
5. After successful completion of training, Special Police Officers are authorized to serve in the same function as full-time and reserve police officers. Special Police

Officers can be utilized to supplement shifts in emergencies and during large civic events. Special Police Officers are also eligible to work paid details.

6. Special Officer Uniform and Equipment
 - a. Salisbury Special Officers will be required to wear the department approved detail uniform and equipment.
 - b. The Salisbury Police Department will provide each Special Police Officer with a portable radio and badge. It is the responsibility of each Special Police Officer to provide proper care and storage for these items.
 - c. Upon termination of the appointment, these items are to be returned to the Police Department.
 - d. Special Police Officers will be responsible for purchasing all other required uniforms and equipment that are required to be worn or carried which will be determined by the Chief of Police.
 - e. Special Police Officers will be required to adhere to all rules and regulations issued by the Salisbury Police Department.
7. In-Service Training
 - a. Special Police Officers are required to attend all required mandatory In-Service training offered by the Salisbury Police Department. They must complete all training on their own time and expense.
 - b. Each Special Police Officer will be required to complete annually sixteen (16) hours of unpaid Community Service as determined by the Chief of Police.
8. Liability Protection
 - a. Special Police Officers will be insured and indemnified to the same level as permanent full time Salisbury Police Officers.
9. Educational Requirements
 - a. Special Police Officers must possess a high school equivalency diploma and meet all state educational requirements at the time of sworn appointment.

COMMUNICATIONS DISPATCHER

Under direct supervision during training period, and under limited supervision thereafter, is responsible for simultaneously operating a multi-channel radio console and a multi-line telephone, while maintaining computer-aided dispatch systems and other computer systems. Responsible for receiving, coordinating and disseminating critical information from various sources and maintaining radio contact with mobile/field units to monitor response, progress and any needed support. This position works in the Communications Center which is responsible for answering 9-1-1 calls in a 24/7 operation. Performs other duties as required.

Essential Functions and Responsibilities

Note: *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*

- Answers, evaluates and prioritizes incoming telephone calls, communicating effectively with various callers to obtain complete information to determine urgency and need for dispatching police, towing and/or medical response using a computer-aided dispatch (CAD) system, telephones, multi-channel radio, TDD (text telephone device for hearing/speech impaired), numerous computer databases and maps.
- Simultaneously maintains close contact with field units, communicating with department employees, other law enforcement and criminal justice agencies, emergency service providers and the general public to obtain and disseminate information.
- Retrieves information from automated files to respond to queries from a variety of sources by typing correct password keys, information masks or special alpha number string formats on computer strings.
- Inputs, updates, requests, transmits and queries information from a variety of sources to maintain current accurate records or to access databases for information, wants and warrant checks, intelligence, and/or driver license and vehicle registration checks by typing on a computer keyboard.
- Reads/interprets maps for the public, field personnel and other law enforcement/criminal justice agencies in order to assist in locating certain geographical areas using a Massachusetts state map, U.S. atlas, city and county maps, and various computer mapping systems. Interprets telephone or radio call locations from maps by applying knowledge of state highway system and geography in order to provide appropriate and timely assistance.
- Greets visitors in person in order to provide assistance or refer to appropriate staff members/section.

Knowledge, Skills & Knowledge of:

Abilities Required:

- Business English, spelling, grammar, and punctuation required to compose and proofread written documents (e.g. memoranda, letters, reports, studies, manual, training material, etc.) of moderate to complex difficulty on various subjects for various levels of leadership.

Skill in:

- Communicating clearly, concisely and effectively, both orally and in writing.
- The operation of a multi-channel radio with multiple frequencies, distinguishing and recognizing a variety of radio voice transmissions.
- The use of computer/keyboard devices to retrieve and/or enter information.
- Effective decision making/problem solving based on a limited amount of information in crisis or emergency situations.
- The use of modern office equipment (e.g. various keyboards, multi-line telephone system, photo copiers, radio devices, FAX machines, shredders, etc.).
- Recognizing and monitoring communications equipment problems, and notifying appropriate personnel for repair.

Ability to:

- Operate computer-aided dispatch (CAD) equipment.
- Establish, develop, and maintain courteous and effective working relationships.
- Accept and apply constructive criticism and critiques.
- Maintain emotional control and work effectively during emergencies, crisis situations or extremely stressful conditions.
- Consistently speak in a clear, well-modulated voice.
- Memorize, retain, and accurately recall information and codes.
- Multi-task, organize, prioritize and adapt to constantly changing situations, and effectively take appropriate action.
- Read, understand and interpret moderately difficult to complex written information (e.g. policies, procedures, rules, regulations, statutes, etc.).
- Understand verbal instructions in the use of specialized equipment.
- Work independently with minimal supervision, exercising good judgment in the safeguarding of confidential or sensitive information.

- Perform detailed work with a high degree of accuracy, at times during stressful situations.
- Accurately understand various transmissions, (e.g. telephone, radio, etc.) and transcribe information (e.g. numbers, letters, names and facts) from one source to another in a timely manner.
- Effectively interpret a variety of maps and dispatch information to field personnel.
- Accurately interpret and follow Department rules and guidelines, (e.g. General Orders, rules and regulations and policies/procedures).
- Work within deadlines in order to complete assignments.
- Calculate mathematical problems involving addition, subtraction, multiplication and division of simple to moderate difficulty.
- Interact with visitors in person in a courteous, professional and effective manner.
- Develop, lead, and participate in team and work groups.

Working conditions/physical requirements:

- 24 hour/7 day emergency dispatcher center operation setting.
- Work is performed in a confined area with limited mobility.
- May be required to sit for extended periods of time with limited or no breaks.

Minimum Qualifications:

- Requires a High School Diploma or GED, and two (2) years of clerical, customer service or public contact experience. College degree/experience preferred.
- Must be able to successfully complete Emergency Medical and Police Dispatch training.
- Must successfully complete a thorough background investigation including drug screening.

Selection Guidelines

- Formal application, rating of education and experience; oral interview and background check; job related tests may be required.
- Completion of formal field training program.

- 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 requirements of the job change.

TRAFFIC ENFORCEMENT METER PERSONNEL

1. **AUTHORITY:**

- a. As a non-sworn civilian employee operating while in uniform, all duties are at the discretion of the Chief of Police or duty supervisor. Meter/Traffic Enforcement Personnel are utilized only for the purpose of parking enforcement and traffic control, and do not have legal

authority to make a lawful arrest or to carry any form of weapon while during the performance of their duties.

2. SELECTION:

The selection criteria for Traffic Enforcement/Civilian are the following:

- a. Minimum age 18
- b. Possess a Valid Driver's License
- c. High School Graduate or equivalent
- d. Complete Application
- e. Participate in an oral interview
- f. Pass a background investigation

3. TRAINING:

- a. The day time Sergeant, or his designee, shall provide new Meter/Traffic Enforcement personnel with training that includes the role of the police department, department's goals and purpose, all related procedures and policies.
- b. Meter/Traffic Enforcement Personnel will receive training on parking enforcement methods, ticketing procedures, parking meter equipment maintenance, and traffic control.
- c. All training material, lesson plans and instruction will be sent by the day time Sergeant to the Training Coordinator for recording in the employee's training file.

4. DUTIES & RESPONSIBILITIES:

- a. Meter/Traffic Enforcement Personnel will be utilized to augment meter parking enforcement activities in the Commercial Beach area and other areas designated by the Chief of Police or duty supervisor.
- b. At the discretion of a supervisor Meter/Traffic Personnel are subject to special traffic assignment. Special assignment may include; church crossings, scheduled parades and concerts, peak traffic hours, weather emergencies, traffic crashes and special events.
- c. Meter/ Traffic Enforcement Personnel will enforce town by-laws and State law relative to the following parking violations and will only utilize parking tickets which are current and approved by the Town of Salisbury and Salisbury Police Department:
 - i. Crosswalks
 - ii. Fire Hydrants
 - iii. Limo, Bus or Taxi Parking
 - iv. Curb Parking
 - v. Restricted Areas
 - vi. Driveway or Obstructing Driveways
 - vii. Sidewalks
 - viii. Against Traffic/ Wrong Direction

- ix. Obstructing Traffic
- x. Left Running or Unattended
- xi. Overlapping Parking Space
- xii. Corner laws
- xiii. Posted No Parking; Tow Area; Emergency Vehicle
- xiv. Removal of Snow or Ice
- xv. All Night Parking
- xvi. Fire Lanes
- xvii. Handicap Parking

- d. Towing of vehicles will require pre-approval by the on duty supervisor or officer in charge.
- e. Meter/ Traffic Enforcement Personnel are responsible for the maintenance of and general day-to-day operation of parking meters, traffic signage and street marking issues as they relate to the seasonal operation of primarily the beach commercial district. These responsibilities may also include the maintenance of other police equipment and the delivery of other tasks that might be assigned by the Chief of Police on a needed basis.

5. UNIFORMS AND EQUIPMENT:

- a. Uniforms must clearly distinguish these individuals from sworn full and part-time police officers.
- b. Personnel shall wear the approved department uniform for Meter/Traffic Enforcement Personnel. See the Salisbury Police Department Policy on Uniforms and Equipment; PAT-7.
- c. Uniform shirts and traffic vests will be provided by the department.
- d. Equipment other than a department portable, or needed for meter maintenance will be at the expense of Meter/Traffic Enforcement Personnel.
- e. No Meter/Traffic Enforcement Personnel will be authorized to carry or utilize any lethal or less lethal weapon while performing their assigned duties.