



## BOLTON POLICE DEPARTMENT NOTICE OF JOB VACANCY

**Position** Patrol Officer, Full-time

**Reports To** Chief of Police, Lieutenant, and Sergeant

**Salary Grade** Patrolman Step 1

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**Duties** Responsible for maintaining security and safety in the Town of Bolton in enforcing laws and regulations for the protection of life and property, in preventing or investigating crimes, in directing and maintaining traffic flow, and in responding to emergency situations.

Will be assigned specific patrol areas in uniform on a regularly scheduled basis to respond to emergency calls, requests for assistance, enforcing criminal and motor vehicle codes and laws, pedestrian and vehicular traffic and will make security checks of buildings, parks, playgrounds, and public assemblies. Will report regularly to dispatch center.

Responsible for identifying situations which are potential law enforcement problems; identifying criminal offenders and activities; investigating circumstances and apprehending of offenders, while keeping superior officers informed along the way. Will investigate criminal and non-criminal cases and accidents, obtaining accurate information and prepare reports and documentation for presentation in court proceedings as required. Perform special assignments as required.

Will assist the general public, aiding individuals in danger of physical harm, counseling adults and juveniles on criminal and non-criminal matters, intervening in the case of disputes and referring people to appropriate agencies or jurisdictions for further help as needed.

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**Qualifications** MPTC Full-time Police Academy certification is required. Must have a High School diploma. A minimum of an Associate's Degree or equivalent college credits or be currently enrolled in a criminal justice degree program is desired. Excellent verbal and written communications skills are essential. Excellent verbal and written communications skills are essential. Must be a Massachusetts resident, must maintain a valid Massachusetts Driver's License and have a current Massachusetts Firearms License to Carry.

**Physical Demand Work Environment** Considerable fieldwork is required, under possible very dangerous and volatile conditions. Strenuous physical exertion may be required to accomplish an arrest, subdue a prisoner, or to assure the safety of other officers and the general public. Work environment has the potential exposure to serious injury or death. Some work will be partly office-type and includes walking, standing and carrying light items. Work hours include days, nights, weekends and holiday shifts.

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**Status:** Full-time, regular, non-exempt. Entry level Patrolman Step 1

**Applications accepted until position is filled.** Interested applicants must submit a current resume and a completed Town of Bolton Employment Application to the Chief of Police Bolton Police Department 15 Wattaquaddock Hill Road Bolton, MA 01740. Employment application and release of personal information form can be downloaded from [www.townofbolton.com/police](http://www.townofbolton.com/police) The Town of Bolton Police Department is an Equal Opportunity Employer.

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