

Town of Middlebury  
Job Description

Title: Patrol Officer

Date: February 9, 2024

Department: Police

Reports To: Police Sergeant

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**Definition and Distinguishing Characteristics**

The patrol officer is the “backbone” of the police department and is primarily responsible for carrying out the department's mission. The patrol officer uses authority, skills, and knowledge to improve the quality of life in Middlebury through activities that reduce crime and disorder, improve highway safety, and assist those in need.

Work is performed in accordance with department values, rules, and regulations and in conformance with local, state, and federal laws, established standards, and precedents.

Work involves the prevention and detection of crime and disorder; interdiction of criminal activity; investigation of crimes, accidents, and other activities; service of criminal and civil process; analysis of crime and disorder; taking persons into custody; taking enforcement actions; working with people to reduce problems of crime and disorder; and other duties as required to fulfill the mission.

Work involves significant elements of personal danger and risk.

**Working Conditions**

Work is generally performed on a rotational schedule of 12-day shifts, with officers normally scheduled to work 7 out of every 14 days, irrespective of holidays and weekends. Shifts are staffed to ensure 24-hour, 7 days a week of uninterrupted police coverage. Work involves considerable public contact, both adversarial and cooperative in nature. Work involves exposure to confidential information, protected by various laws and codes of ethics. Most work is performed with little supervision, relying on the patrol officer’s training, skills, and initiative. The patrol officer must be able to exercise considerable judgment, flexibility, and discretion in the performance of duty. Performance is evaluated by the sergeant.

**Knowledge, Skills, and Abilities – Essential Tasks**

Basic Tasks and Abilities

- Ability to perform duties without restriction in daylight, dusk, and darkness; ability to perform shift work as assigned in any 24-hour period

- Ability to remain standing for long periods of time in a variety of environments
- Ability to remain seated for long periods of time
- Ability and sufficient dexterity to maneuver and perform duties in confined areas; to climb and maneuver about a variety of obstacles
- Ability to move unaided with sufficient speed and stamina to overtake and control a fleeing person or to render aid
- Ability to train and use a variety of personal defensive tactics and control techniques
- Ability to subdue and restrain aggressive, combative, persons
- Ability to routinely carry up to twenty (20) pounds of equipment arrayed on a belt and external vest carrier.
- Ability to move and carry weight in excess of 100 pounds
- Ability to extricate and move a conscious or unconscious adult, unassisted, a reasonable distance
- Ability to withstand sustained exposure to all climatic and weather extremes

#### Cognitive and Psychological Abilities and Tasks

- Ability to learn and apply legal principles and practices
- Ability to read, write and speak the English language fluently and properly
- Ability to make observations, objectively evaluate them, and take appropriate action.
- Ability to make immediate decisions in dynamic, stressful environments
- Ability to organize facts and information and prepare written reports
- Ability to retain information under a variety of dynamic and static conditions
- Ability to remain mentally focused, alert, and attentive during a variety of dynamic and static duties
- Ability to control emotions during high stress events

- Ability to remain courteous and composed during contentious encounters
- Ability to maintain self-control, composure, and presence of mind during aggressive and dangerous encounters
- Ability to organize and compile facts, analyze them, and use them to reach a conclusion or develop a coherent plan of action

### Tangible Tasks

- Ability to operate computer equipment, keyboards, and related communication and office equipment
- Ability to operate speed monitoring equipment
- Ability to properly use restraints and control tools
- Ability to deploy and use chemical agents
- Ability to use camera and video recording equipment
- Ability to use 2-way radio and telephone equipment and to speak in clear, well modulated tone of voice
- Ability to use breath testing equipment
- Ability to properly control and use lethal and non-lethal weapons
- Ability to operate and control a motor vehicle in a dynamic environment, both routine and emergency driving
- Ability to wear protective breathing equipment
- Ability to wear protective equipment such as protective helmets, chemical and heat resistive clothing, impact and ballistic resistant clothing, rain and cold weather clothing, and protective footwear.
- Ability to wear soft body armor routinely

### Sensory Tasks

- Ability to speak clearly with sufficient volume to communicate to an individual and to a large group

- Ability to hear, interpret, and evaluate a variety of sounds at a wide range of levels
- Ability to detect subtle movements, differentiate colors and shades, and provide accurate physical descriptions of observations to others as well as search based on physical descriptions.
- Ability to move about for long periods of time, unaided, on foot.

### General

- Work includes periodic assignment to dispatch duties, the job description of which is incorporated by reference.
- Perform other tasks and duties as required to fulfill the operating needs and mission of the department.

### **Minimum Requirements**

- Graduation from a standard senior or vocational high school; college and/or military experience preferred
- Possession of a valid driver's license
- Ability to attain Level III certification as a Police Officer in the State of Vermont
- 18 years of age
- Non-user of tobacco products
- Physically fit
- Good moral and ethical background with a reputation for integrity and working cooperatively with others.

# APPLICATION FOR EMPLOYMENT

## POLICE OFFICER

**TOWN OF MIDDLEBURY  
POLICE DEPARTMENT  
One Lucius Shaw Lane  
Middlebury, VT 05753  
Tel: (802) 388-3191  
Fax: (802) 388-4201**

*The Town of Middlebury is an equal opportunity employer.*

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**Instructions:** Please complete using fillable form or use ink. Applications written in pencil or which are illegible will not be considered. Return the completed application form to:

Attention: Chief of Police  
Middlebury Police Department  
One Lucius Shaw Lane  
Middlebury, VT 05753-1334

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**Notice:** This application is the initial screening for the entry-level position of Police Officer for the Town of Middlebury, to ensure that minimal qualifications for the position are met. At a later point in the selection process, a more detailed personal history statement will be required from all candidates successfully completing the initial testing and screening. Any misleading or false information submitted at any stage of the screening and selection process will result in disqualification from this position.

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**NAME** \_\_\_\_\_ **TEL. NO.** \_\_\_\_\_  
Last First M.I.

**STREET ADDRESS** \_\_\_\_\_

**TOWN/CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_  
(if different than residence address)

**EMAIL ADDRESS:** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_ **SOC. SEC. NO.** \_\_\_\_\_

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1. Are you a citizen of the United States? \_\_\_\_\_ If not, alien reg. number \_\_\_\_\_
  2. Are you a high school graduate? \_\_\_\_\_ G.E.D. or equivalent \_\_\_\_\_
  3. Do you possess a valid driver's license? \_\_\_\_\_ State \_\_\_\_\_ Lic. No. \_\_\_\_\_

4. Are you a defendant in a Final Order For Relief From Abuse? \_\_\_\_\_
5. Have you been convicted of any criminal offense? \_\_\_\_\_  
(if YES, please list in other information below)
6. Has your driver's license ever been suspended or revoked? \_\_\_\_\_  
(if YES, please list in other information below)
7. Are you currently certified as a police officer? \_\_\_\_\_ State \_\_\_\_\_
- a) Certification Status (full or part time) \_\_\_\_\_
- b) Sponsoring or employing agency and address \_\_\_\_\_  
\_\_\_\_\_
- c) Have you ever been terminated from a law enforcement or corrections position? \_\_\_\_\_  
Agency and reason for termination \_\_\_\_\_
8. What special skills or personality traits do you have that might be considered an asset to this position?  
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9. Other Information \_\_\_\_\_  
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I certify that the information contained in this application is true and correct. I understand that filing false or misleading information will subject me to disqualification for the position of police officer, or, if hired, may be the basis for termination.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Rec'd MPD \_\_\_\_\_