



TOWN OF TYNGSBOROUGH
Human Resources
Town Offices | 25 Bryants Lane
Tyngsborough, MA 01879
Tel: (978) 649-2300 Ext. 162 | Fax: (978) 649-2320

Job Opportunity- Police Office (Full Time)

The Tyngsborough Police Department is seeking highly motivated, community-oriented, and service-minded full-time police officers. The Tyngsborough Police Department is a progressive, community-oriented police department consisting of 27 full-time police officers, 13 Special Police Officers, and 7 public safety dispatchers that provides both traditional and non-traditional police service to a Town of approximately 12,00 residents located in the Merrimack Valley.

Starting salary range is \$48,841.25 to \$64,701.84 commensurate with years of experience. Additional compensation is available through shift differential, educational incentive pay and longevity pay for qualified applicants, as well as through special event details and overtime assignments. A generous benefits package including but not limited to paid time off and health insurance is provided.

Candidates must be at least 21 years of age; must have successfully completed a Municipal Police Training Committee (MPTC) full-time police academy or equivalent, in accordance with MGL Chapter 41, Section 96B; possess a valid driver's license and have the ability to acquire a Massachusetts Class A License to Carry Firearms; must be available to work all shifts for a 24/7 operation, including weekends and holidays; possess strong problem-solving abilities with a high level of integrity, and have effective verbal and written communication skills.

Candidates will be subjected to an extensive background investigation, medical evaluation, psychological screening, and Physical Abilities Test (PAT).

Interested candidates should send a resume and cover letter to hr@tyngsboroughma.gov.
Deadline to apply is **Tuesday, September 14, 2021 at 4:00 PM.**



Richard Howe
Chief of Police

Town of Tyngsborough Police Department

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JOB ANNOUNCEMENT - POLICE OFFICER

The Tyngsborough Police Department is seeking highly motivated, community-oriented, service-minded full-time police officers.

The Tyngsborough Police Department is a progressive, community-oriented police department consisting of 27 Full-Time Police Officers, 13 Special Police Officers and 7 Public Safety Dispatchers that provides both traditional and non-traditional police service to a town of approximately 12,000 residents located in the Merrimack Valley.

The department enjoys an outstanding relationship with its community and the men and women of the department take pride to keep Tyngsborough one of the most sought-after communities in the area to live in. To accomplish that mission, we must continue to attract the brightest, most qualified and most capable candidates to our ranks.

Starting salary range is \$48,841.25 to \$64,701.84 commensurate with years of experience. Additional compensation is available through shift differential, educational incentive pay and longevity pay for qualified applicants, as well as through special event details and overtime assignments. A generous benefits package including but not limited to paid time off and health insurance is provided.

Individuals chosen shall be responsible for the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and general orders contained in all manuals issued by the Department.

Candidates must be at least 21 years of age; must have successfully completed a Municipal Police Training Committee (MPTC) full-time police academy or equivalent, in accordance with M.G.L. Chapter 41, Section 96B; possess a valid driver's license and have the ability to acquire a Massachusetts Class A License to Carry Firearms; must be available to work all shifts for a 24/7 operation, including weekends and holidays; possess strong problem-solving abilities with a high level of integrity, and have effective verbal and written communication skills. Candidates will be subjected to an extensive background investigation, medical evaluation, psychological screening, and Physical Abilities Test (PAT).

DUTIES

A. Patrol and incident response

Provide back-up to other police personnel.

Respond to a crime in progress and secure the area to effect an arrest.

When confronted with victim(s), conduct assessment and administer immediate care to prevent further injury, trauma, or death.

Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.

Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.

Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).

Operate a Department vehicle at a high rate of speed, using emergency lights and siren and maintaining public safety, to respond to emergency calls for service.

Request assistance from other police personnel.

Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.

Participate in a large scale coordinated search for one or more persons (e.g., escapees, missing residents of mental health facilities, lost people, etc.) to locate or apprehend the person(s).

Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.

Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.

Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.

Respond to incidents requiring your presence as specified in Departmental policies.

Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.

Observe and check entrances to buildings and premises to maintain security of property.

Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.

Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to affect the safe, peaceful, and orderly flow of a crowd of people.

Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.

In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.

Serve on special details to help maintain peace.

B. Traffic enforcement

When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.

Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.

Protect an accident scene to allow for a determination of the facts of the accident.

Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades).

Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).

Estimate vehicle speed visually or use speed detection equipment (e.g., radar, lidar, vascar, stopwatches) to determine the speed of a vehicle.

Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operation of vehicles on the road.

Issue a citation to a traffic violator.

Impound or supervise impounding of equipment or vehicles left on the roadway.

C. Investigations

Identify and collect evidence at a crime scene to preserve that evidence for use in an investigation.

Protect a crime scene from contamination by controlling access to the scene and

erecting physical barriers to preserve the evidence of a crime.
Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
Evaluate evidence (e.g., article, substance) to determine its relationship to an investigation.
Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witnesses, victims, or suspects of a crime.
Inspect a suspected controlled substance to make a preliminary determination of its identity and request further lab tests as needed.
Determine the probable facts of the incident from examination and comparison of statements and other evidence.
Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
Identify assets for potential seizure at a crime scene.
Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.

D. Arrest-related activities

Display or discharge a Departmentally approved firearm to protect self and/or the public.
Display or utilize a Departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
Search one or more persons for weapons, fruits of a crime, or contraband to effect an arrest, protect oneself and the public, and/or to obtain evidence.
Search a vehicle for weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Distinguish between felony and misdemeanor classifications when making arrests.
Search a building for individuals, weapons, fruits of a crime, or contraband to affect an arrest, protect self and the public, and/or to obtain evidence.
Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
Determine applicability of Miranda when arresting and detaining suspects.
Signal a felon to stop (e.g., emergency light, siren, P.A.) in order to effect an arrest or contain the felon and await backup.
Make judgments about probable cause for warrantless searches.
Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
Determine whether suspects require medical attention.
Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
Legally force entry into building to apprehend suspect and/or evidence.
Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.
Pursue a suspect or violator on foot.
Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
Make recommendations for strip or body cavity search.
Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.

E. Evidence/property management

Ensure the secure storage of evidence and property in the designated location.
Ensure the maintenance of chain of custody for evidence.
Release property or evidence to authorized individuals.

F. Record and report management

Write narrative reports (e.g., incident reports, intelligence reports) providing complete, accurate and consistent information.
Summarize in writing the statements of witnesses and complainants.
Fill in forms requiring specific information accurately and completely.
Record information required by Department guidelines in proper logs.
Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.

G. Court

Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, Civil Service hearing) to assist in fulfilling the Department's role in the judicial and administrative process.
Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
Prepare search or arrest warrants.

H. Community relations

Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.
Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of action, etc.
Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.
Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
Maintain current information about available social agencies and their roles for use in referring citizens seeking help.
Discuss police actions with relatives of prisoners or complainants.

I. Police department property management

Clean and inspect weapons.
Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
Maintain clothing and personal equipment to satisfy inspection requirements.
Maintain personal copies of Departmental directives as required by Department policy.

J. Direct Supervision

Sergeant / Attend Roll Call

N. Command

Monitor police activity by radio.

O. Internal/external communications & coordination

Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.

Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.

Monitor and respond to routine communications (e.g., phone).

Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.

Request documents in records systems (e.g., pictures, criminal histories, etc.).

Notify other Police Department units of unusual situations and conditions as necessary and Contact other police Departments and law enforcement agencies (e.g., FBI) for information and assistance.

Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.

Respond to requests for information from superior personnel.

Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.

Contact outside agencies and organizations (e.g., social service agencies) for information.

R. Professional development

Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.

Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.

Read internal reports and training materials to keep current on procedures and issues.

Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.

Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.

MINIMUM ENTRANCE REQUIREMENTS

- High School diploma or equivalency.
- 21 years old upon appointment.
- US citizen by birth or naturalization.
- Ability to obtain a Massachusetts Class A Firearms License.
- Must have a valid driver's license.
- Graduate of a full-time police academy as prescribed by the Massachusetts Municipal Police Training Council or an out of state academy equivalent if certified by the Massachusetts Police Training Council.

PREFERRED REQUIREMENTS

- Associates Degree or above in Criminal Justice or in a related field approved by the Massachusetts Department of Education and/or a minimum of three (3) years of military experience with proof of service and an Honourable Discharge (DD214).

SPECIAL REQUIREMENTS

- Pass a thorough background investigation, a medical examination, psychological examination and a Physical Abilities Test (PAT).

DISQUALIFICATIONS

- No person who smokes any tobacco product shall be eligible for appointment or continue in office as a police officer in a city or town if they smoke any tobacco products according to Section 101A.
- No person, who has been convicted of a felony or any offense punishable under M.G.L. Chapter 94C (drug law violations); or has been convicted of a misdemeanor and has been confined to any jail or house of correction as punishment for said crime, M.G.L. Chapter 22 C section 14, will be considered for employment.

It is the policy of the Tyngsborough Police Department to hire, recruit, train and promote employees without discrimination because of race, religion, color, political affiliation, physical disability, national origin, sex, sexual orientation, and/or age.