



Town of Adams • Massachusetts 01220

TOWN HALL
8 PARK STREET – Room 210
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Adams Police Department

Patrol Officer (September 2026)

The Town of Adams is seeking qualified applicants for the position of Patrol Officer with the Adams Police Department. This position performs general duty police work to protect life and property, preserve public peace and order, enforce federal, state, and local laws, respond to calls for service, and support the safety and well-being of the Adams community.

Reports to the Chief of Police, Shift Supervisor/Officer in Charge, or another superior officer as assigned. The Patrol Officer works under the general direction of the Chief of Police and subordinate command staff. The position may be responsible for directing or supervising other employees, functions, or activities when assigned or when serving as Officer in Charge. The Patrol Officer is responsible for performing routine and specialized law enforcement duties, including patrol, emergency response, preliminary and follow-up investigations, traffic enforcement, community assistance, crime prevention, and court-related responsibilities. The Patrol Officer must exercise sound judgment, discretion, professionalism, and impartiality while responding to a broad range of emergency and non-emergency situations. Patrols assigned areas during an assigned shift to prevent and detect crime, protect people and property, reduce hazards, and maintain public order.

Responds to calls for service, emergencies, disturbances, motor vehicle crashes, alarms, citizen complaints, suspicious activity, and requests for public assistance.

Enforces the laws and ordinances of the Commonwealth of Massachusetts and the Town of Adams fairly, impartially, and in accordance with department policy.

Conduct preliminary and follow-up investigations; interviews complainants, witnesses, victims, and suspects; collects, documents, and preserves evidence; and secures crime scenes.

Uses appropriate discretion in taking enforcement action, including arrests, summonses, citations, warnings, and other lawful measures consistent with department policy and applicable law. Prepare accurate and complete written reports, records, citations, logs, and other required documentation in a timely manner.

Directs traffic, investigates motor vehicle violations and crashes, assists motorists, issues violations when appropriate, and promotes traffic safety. Provides emergency first aid, CPR, and other assistance within the scope of training; requests medical, fire, or mutual aid support when needed.

Maintains order at public gatherings, parades, funerals, town events, and other situations requiring police presence. Checks buildings, residences, businesses, windows, doors, parking areas, and other locations for suspicious or unsafe conditions. Apprehends and processes persons who violate laws or ordinances; transports prisoners when assigned; maintains custody and care of prisoners in accordance with department policy. Appearing in court and presents testimony and prepares for hearings or legal proceedings as required. Operates department equipment and technology, including radios, computers, records management systems, state and departmental software, firearms, vehicles, and other assigned equipment safely and properly. Maintains current knowledge of department procedures, criminal and motor vehicle laws, local ordinances, court procedures, and applicable training standards. Performs related duties as assigned. The duties listed are intended as illustrations of the various types of work performed and do not exclude other duties that are similar, related, or logical assignment to the position.

Applicants must meet all requirements for appointments as a Massachusetts law enforcement officer and must be able to obtain and maintain certification through the Massachusetts Peace Officer Standards and Training Commission. Minimum certification standards include requirements such as attaining the age of 21, completing a high school education or equivalent, completing approved basic training, passing required evaluations and background checks, and maintaining current first aid and CPR certification.

Applicants must successfully complete any required police academy, training, background investigation, physical ability, medical, psychological, firearms, defensive tactics, de-escalation, first aid/CPR, use-of-force, and annual in-service requirements. Applicants must possess the ability to communicate effectively, prepare clear reports, exercise good judgment, work under stressful conditions, interact professionally with the public, and perform the essential functions of the position with or without reasonable accommodation. Loss, revocation, suspension, or failure to maintain required certification, training, or qualifications may be grounds for discipline up to and including termination.

An application may be located on the Town's website at www.town.adams.ma.us/1235/Police-Department and must accompany a cover letter and resume. Please submit to the Town Administrator's Office via postal mail, in person at Adams Town Hall, 8 Park Street, 2nd Floor, Adams MA, 01220 or email to employment@town.adams.ma.us. Applications will be reviewed on a rolling basis until the position is filled.

Patrol Officer pay ranges from \$25.52 to \$42.53 per hour, based on experience.

The Town of Adams is an EEO/AA employer and does not discriminate based on race, color, national origin, sex, age or disability.