

## **Position Purpose:**

Performs law enforcement duties protecting life, property and civil rights of individuals and to prevent and suppress crime. Performs responsible and visible duties including patrol, investigation, traffic control and a variety of other duties to preserve the peace and protect life and property in the Town and enforce laws, and local ordinances. Performs all other work as required.

## **Essential Functions:**

*(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.)*

- Patrols assigned area, by foot, bike or in motorized police equipment to aid in preventing crime and to enforce Federal, State and Town laws and regulations.
- Observes, reports and acts upon conditions conducive to crime and danger such as checking buildings for security, assisting other officers on traffic stops and checking suspicious persons and vehicles. Reports traffic hazards and directs pedestrian and vehicle traffic flow when necessary; disburses unruly crowds at public gatherings.
- Takes command at scene of crime or accident until relieved by a commanding officer; administers first aid and/or requests medical service as necessary; takes statements, interviews victims and witnesses; assesses situation and determines appropriate response; records vital information regarding causes and circumstances, including taking photographs and measurements; documents evidence.
- Determines the nature of a call; investigates the circumstances and takes any necessary and prudent action, such as making arrests and transporting prisoners. Searches prisoners, collects personal effects and assures proper receipting and safeguarding of personal effects.
- Physically detains law violators or those who may be resisting arrest as required. Activity may require physically subduing suspect, pursuing fleeing suspects or using deadly force to protect self or others.
- Provides assistance to the public in emergency and non-emergency situations. Administers first aid, when qualified, and requests medical service; may perform rescue operations. Performs crisis intervention in sensitive situations such as family disputes. Provides general information to the public on laws and ordinances. Assists persons with complaints and inquiries or directs them to the appropriate authorities.
- Performs traffic and pedestrian control for disabled traffic control devices, heavily congested areas and public gatherings. Assists other law enforcement personnel, public service agencies and disabled motorists.
- Reports to the proper department or agency matters affecting public safety, such as malfunctioning streetlights, tree hazards, flooding, downed electric wires and any conditions endangering public safety.
- Prepares a variety of clear and accurate records and reports, such as reports on arrests, property impounded, accidents, offenses and damage to property.
- Collects evidence of crime scenes and processes evidence in accordance with Department directives and regulations to ensure its integrity and security.
- May assist in preparing criminal cases for prosecution; interacts with prosecutors, attorneys and court officials; testifies in court as required.

- May assist in training of new officers.
- Maintains weapons, equipment and vehicle in a functional and presentable condition; reports all defects and damages.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School Diploma is required. Completion of college courses, military duty or relevant work experience is desirable. A valid New Hampshire Driver's License is required. Possession of or ability to obtain Police Officer Certification issued by the New Hampshire Police Standards Training Council. Must be 21 years of age at the time of appointment and a US citizen. (Note: part time Police Officer only requires part time training certification)

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the Town and New Hampshire laws, ordinances and regulations affecting police work. Thorough knowledge of rules of conduct as they pertain to a law enforcement officer carrying out duties (i.e. arrest, search and seizure, investigative detention, Miranda warnings, use of force, etc.). Thorough knowledge of computer systems and electronic data processing utilized. Knowledge of the geography of the Town. Knowledge of technical police procedures specific to the Corporal's specialized area of assignment.

*Ability:* Ability to obtain information through interview and interrogation and to deal with the public firmly and courteously. Ability to enforce the law impartially and to make sound judgments under stressful conditions. Ability to communicate clearly and concisely. Ability to handle multiple tasks at one time. Ability to work without direct supervision.

*Skill:* Skill in the use and care of and the ability to utilize a firearm. Good problem-solving skills. Excellent conflict resolution and community relations skills. Skill in operating police equipment and police computer system.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or the potential need to subdue or restrain violent persons or animals. During emergencies performance of work may involve standing, walking and driving for long periods of time. The position requires the ability to operate a keyboard and calculator at efficient speed. Occasionally may need to move objects weighing up to 100 pounds. Employee may be required to run, jump, climb a ladder, crawl, kneel, and stoop. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs responsible functions primarily based on clearly prescribed standard practice but frequently required to make decisions, which involves choice of action within limits defined by standard practice and instructions.

*Supervision Received:* Works under the general supervision of the Corporal or Sergeant.

*Supervision Given:* None.

**Job Environment:**

- Work is generally performed under typical office conditions, with exposure to varying weather conditions and situations endangering personal safety during emergencies, on patrol or when conducting investigations. Employee is required to work outside of normal business hours on a regular basis. In addition, employee is on call for emergencies 24 hours a day, 7 days a week.
- Operates police cruiser, all police equipment/firearms, computer, and other standard office equipment.
- Makes frequent contacts with other public officials, other town departments, other municipal police departments, local civic and social organizations, and the legal community; makes frequent contacts with regional, state, and federal governmental agencies for both Law Enforcement and Emergency Management.
- Has access to extensive confidential information such as criminal investigations and records, lawsuits, and personal information about citizens.
- Errors could be costly in terms of decreased or less efficient protection to persons and property, possible personal injury/death, and have direct financial and legal repercussions. The position requires employee to make decisions that can have catastrophic consequences to the town.

*(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.)*