

## **PATROL OFFICER**

### **JOB SUMMARY**

Performs responsible and visible law enforcement duties, including patrol, investigation, traffic control, traffic crash investigation, and a variety of other duties to preserve the peace and protect persons and property in the Town, and enforce Federal and State laws and local ordinances and bylaws.

### **SUPERVISION RECEIVED**

Works under the supervision of the Police Chief and/or Sergeant who make general assignments as to the area to be covered, specified cases to be investigated, etc.; consults and seeks guidance from Sergeant. Duties are performed independently and judgment must be exercised in meeting emergencies and determining lawful and appropriate courses of action. Supervisors check work and review reports for errors and accuracy.

### **SUPERVISION EXERCISED**

None.

### **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Interprets, applies, and enforces Federal and State laws and local ordinances and bylaws to preserve the peace and protect persons and property.
2. Patrols the Town in a police cruiser or on foot; checks overall security of vacant homes and buildings; periodically checks business establishments and public places for violations of the law and takes appropriate enforcement action as necessary; confronts suspicious persons and situations and determines appropriate action.
3. Receives dispatch orders and responds to calls for service, emergency situations, and serious crimes. Takes charge of crime scenes and assures the safety of all parties involved for the duration or until relieved by higher authority; protects evidence at a scene for its use in further investigation and prosecution; exercises knowledge of ordinances in determining legal justification for arrest, search and seizure, protective custody, etc.
4. Conducts motor vehicle stops, confronts and questions drivers, and issues citations for violations; makes physical arrests when warranted.
5. Administers standardized field sobriety tests; administers Intoxilyzer tests or other tests to determine the degree of intoxication and/or blood alcohol concentration in possible drunk driving situations.

6. Investigates motor vehicle accidents to determine cause; directs activity at accidents and disaster areas; effectively renders first aid and performs complex tasks during life threatening emergencies; directs traffic to restore steady flow.
7. Negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, death notifications, etc.
8. Renders assistance to the public; provides information to citizens as requested. Assists other police agencies upon request.
9. Assists in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend, and prepare prosecution of persons charged with committing crimes. Examines crime scenes and collects evidence; interviews witnesses and suspected offenders; determines the extent of criminal activity and the need for further police assistance; conducts follow-up interviews and investigations on unsolved crimes.
10. Completes and submits all required reports and records in conformance with Department regulations and statutory requirements; maintains necessary and appropriate records of daily activities and intelligence material received; cooperates with other law enforcement agencies to facilitate the flow of information about criminal activity and enforcement of State and Federal laws.
11. Testifies in various courts and at hearings before various governmental agencies as necessary.
12. Cleans and maintains Department and personal Police equipment, including cruisers, weapons, booking room, offices, computers, case files, duty gear, uniforms, etc.
13. May speak at local children's and civic groups about safety and crime-prevention.
14. Uses and maintains proficiency in the use and maintenance of approved firearms, OC or pepper spray, handcuffs, expandable batons, and ballistic vests in accordance with Federal and State laws and Town and Department policies and procedures. Uses and maintains proficiency in the tactical use of weapons and lighting. Operates and maintains proficiency in the operation of technical equipment, including preliminary breath tester and Intoxilyzer, police radio, and automated emergency defibrillator machine. Performs and maintains proficiency in standardized field sobriety testing. Uses and maintains proficiency in the proper use of emergency warning systems, first aid tools, motor vehicle unlock tools, motor vehicle accident reconstruction tools, spike strips, and crime scene tools. Trains in courtroom demeanor and handling domestic violence and sexual assaults. Operates motor vehicles in accordance with State laws and Department regulations in routine, hazardous, and emergency situations.

Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Knowledge of the principles and practices of modern police administration and police methods; knowledge of State statutes and codes, Federal guidelines and protocols, and local ordinances relating to law enforcement. General knowledge of the geography of the Town and the rules and regulations of the Department. Skill in the use of firearms and police equipment, including pepper spray, portable radios, ballistic vests, handcuffs, batons, ammunition, and various firearms; skill in self-defense techniques; skill in the use of various testing techniques for suspected alcohol and drug intoxicated persons; skill in the use of computers with standard office software; skill in basic first aid; skill in attending to detail and organizing activities. Ability to analyze situations quickly and objectively and accurately assess the potential consequences of alternative courses of action and select the one which is most acceptable and appropriate; ability to recognize and the courage to confront potentially dangerous situations and to act decisively to protect persons and property from harm; ability to maintain a high degree of self-control; ability to obtain information through interview and interrogation; ability to deal firmly, courteously, and effectively with the public; ability to drive a police cruiser in accordance with State laws and Department regulations in routine and emergency situations; ability to use radar devices; ability to operate both as a member of a team and independently at incidents of uncertain duration; ability to perform complex tasks during life threatening emergencies; ability to make rapid transitions from rest to near maximum exertion without warm-up periods; ability to successfully complete on-going training as required to maintain Certification; ability to observe, comprehend, retain, and recall factual information; ability to maintain effective working relationships with superiors and subordinates, Department Heads, Town officials, and State and Federal authorities; ability to provide appropriate referrals to appropriate social service agencies; ability to work under physically and emotionally stressful situations.

### **MINIMUM QUALIFICATIONS REQUIRED**

High school diploma or the equivalent. Some prior law enforcement or military experience preferred; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. AND 21 years of age. Certification by the New Hampshire Police Standards and Training Council as a full-time police officer. Familiarity with basic first-aid. Possession of a valid driver's license. Ability to meet the physical fitness requirements of the Department and pass psychological and polygraph testing and a background investigation, including an FBI fingerprint check.

## **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(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.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sufficient corrected vision for reading and sufficient uncorrected vision for the safe control of a motor vehicle and firing of a handgun is required, as well as the ability to recognize colors. Required to use hands to finger, handle, operate, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort involves sitting, standing, walking, and occasional strenuous activities such as running, pushing, lifting, carrying, jumping down from elevated surfaces, climbing, crawling, and swimming when apprehending law violators is required. The nature of the position requires the employee to be in, and maintain, sound physical condition, and attendance at annual re-certification training program(s) is required. Work is performed in a variety of environmental conditions, including heat, cold, wet, slippery, noisy, etc. Employee may be exposed to toxic fumes, chemicals, and substances, fuels, and fluids, as well as grotesque sights and smells associated with major trauma. Tasks and procedures performed in some emergencies may involve risks classified by Center for Disease Control as Category I, Category II, and Category III. Work may involve emotional stress and hazards of disability or even death when pursuing those suspected of a crime.