**HAVERHILL POLICE DEPARTMENT
2975 DARTMOUTH COLLEGE HIGHWAY**

**NORTH HAVERHILL, NEW HAMPSHIRE 03774**

*“Doing the work, serving the public with dignity and respect.”*

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| Job Title: | Full-Time Police Officer | Job Category:  | Non-Exempt |
| Department: | Police | Date: | May 2024 |
| FULL-TIME POLICE OFFICER // PAY- $55,000 + NEGOTIABLE BASED ON EXPERIENCE |
| **GENERAL SUMMARY**This is a law enforcement position responsible for general duty and investigatory police work.**ESSENTIAL DUTIES AND RESPONSIBILITIES**[The following is not necessarily an all-inclusive list of job-related duties, knowledge, skills, abilities or working conditions. While this is intended to be an accurate reflection of the current job, the Chief of Police reserves the right to revise the job or to require that other or different tasks be performed as assigned to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. The employee may be required to perform other job-related duties requested by their supervisor, a superior officer, or Chief of Police. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential duties (as listed) either unaided or with the assistance of a reasonable accommodation, to be determined by management on a case-by-case basis.]* Responds to requests for assistance, investigates criminal activity, apprehends criminals, and enforces laws and ordinances
* Participates in formal training programs and receives continuing on-the-job training in law enforcement techniques and procedures, Departmental organization, rules, policies, and related laws
* Performs patrol, preliminary investigation, and traffic enforcement duties in accordance with Departmental rules, regulations, and policies
* Receives training in the use, care, and maintenance of assigned equipment, including vehicles and firearms, as well as a variety of specialized equipment
* Patrols the community by car, on foot or bicycle
* Assists in enforcing traffic laws and regulations
* Responds to radio dispatches and communicates over the radio
* Evaluates emergency situations
* Interviews witnesses, protects, and preserves accident and criminal scenes for investigation
* Conducts and assists in conducting investigations
* Participates in legal searches and surveillance activities
* Makes arrests
* Serves warrants, subpoenas, and other court orders
* Attends trials and hearings and gives testimony in court
* Directs traffic; may investigate traffic accidents and aid injured persons
* Escorts, processes, and cares for prisoners in the Department’s holding cells
* Prepares and writes reports and other paperwork concerning law enforcement activities
* Secures property that has been found or abandoned and property related to crimes or prisoners
* Assists the general public; provides information and gives directions
* Investigates all complaints that come to his/her attention
* Observes, reports, and acts on conditions conducive to crime and danger
* Takes suitable action and informs interested parties of the laws relative to the particular complaint or incident
* Assures that all equipment used is maintained and operating properly
* Maintains morale, loyalty, and esprit de corps
* Assists superiors in their duties as necessary
* Participates in court prosecutions
* Performs other related duties as requested

**SUPERVISORY CONTROLS**: The supervisor makes assignments by defining objectives, priorities, and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail**GUIDELINES**: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor**COMPLEXITY:** The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships**SCOPE AND EFFECT**: The work involves the execution of specific rules, regulations or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability or acceptability of further processes or services**PERSONAL CONTACTS**: Contacts are typically with Department personnel, other Town employees, elected officials, the prosecutors, judges, attorneys, school administrators, clergy members, business owners, citizens, suspects and representatives of other law enforcement agencies. The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different; the role and authority of each party is identified and developed during the course of the contact)**PURPOSE OF CONTACTS**: The purpose is to influence, motivate, interrogate, or control persons or groups. At this level the persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant**DESIRED MINIMUM QUALIFICATIONS****Education and Experience*** Must be at least 21 years of age and a citizen of the United States of America.
* Must not have been convicted by any state or by the federal government of any crime for which the punishment could have been imprisonment in a federal or state prison or institution, nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law
* Must have sufficient strength, vision, stamina, and agility to perform all duties on a regular basis without assistance
* Must maintain physical ability and stamina to meet NH Police Standards and Training Council requirements, including a P.T. test every 3 years and a yearly physical
* Must hear well enough to converse on the radio, telephone and in person over incident noise and be alert to situations of danger
* Knowledge and level of competency commonly associated with the completion of a high school diploma, preferably supplemented by two (2) years of college level work in police science, criminology, criminal justice, or related field
* Experience sufficient to thoroughly understand the diverse objectives and functions of the Department, usually interpreted to require a minimum of three (3) years of law enforcement experience as a full-time police officer or an equivalent combination of education and experience
* Possession of, or ability to readily obtain, NH Police Standards and Training Council full-time law enforcement certification and firearms qualification
* Possession of, or ability to readily obtain, a valid NH driver’s license for the type of vehicle operated
* Shall not at any time have been or currently be listed on an Exculpatory Evidence Schedule (EES) submitted by a Chief of Police or Chief of Police in the State of New Hampshire to a County Attorney or the Attorney General of New Hampshire; or have been or currently be the subject of any *Laurie* or *Brady* material or information in any state; or on any established judicial record or list that would compromise a sworn Officer’s Oath of Office or credibility in court as a result of sustained complaints or formal disciplinary actions

**Knowledge, Skills and Abilities*** Knowledge of the rules of evidence, laws of arrest, search and seizure, traffic laws and court procedures
* Knowledge of the geography and population patterns of the jurisdiction
* Knowledge of basic computer functions and computerized record-keeping systems
* Skill in interviewing and information gathering
* Ability to learn, understand, interpret, and follow federal, state, and local laws, court decisions and Departmental rules and regulations
* Ability to interpret and apply policies, regulations, and procedures
* Ability to take corrective criticism
* Ability to prepare accurate and informative reports
* Ability to learn to use firearms, motor vehicles, cameras, and other specialized equipment safely and accurately
* Ability to use standard law enforcement tools, problem-solving and conflict mediation
* Ability to establish effective and courteous working relationships with fellow officers, the public and other agencies
* Ability to act with tact and impartiality
* Ability to communicate clearly both orally and in writing
* Ability to perform work that requires good physical condition
* Ability to demonstrate keen powers of observation and memory
* Ability to physically handle persons who may resist arrest
* Ability to obtain all operator licenses and certifications or permits for equipment used, such as radar, breathalyzer, etc.
* Ability to meet established standards of physical endurance, agility, health, and vision

**ADDITIONAL DESIRED QUALIFICATIONS:** Associate’s degree or above. Three (3) or more years’ law enforcement experience with a local, county, state, or federal agency. Training or certification in NIMS (National Incident Management System). Current certifications in AED-CPR, Basic First Aid for First Responders, EMT **TOOLS AND EQUIPMENT USED:** Police cruiser, radios, radar gun, handgun and other firearms, baton, handcuffs, bulletproof vests, breathalyzer/intoxilyzer; first aid equipment to include Automated External Defibrillator, fire extinguisher, flares, pepper spray, animal control equipment; investigating equipment including cameras, blood evidence tubes, fingerprinting apparatus, and other evidence collecting materials; computers and other general office equipment**PHYSICAL DEMANDS** [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.]The work requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack

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| **PRIMARY PHYSICAL REQUIREMENTS** | **FREQUENCY** |
| Lift 11 to 25 lbs. | Frequently required. |
| Lift 26 to 50 lbs. | Frequently required |
| Lift over 50 lbs. | Occasionally required. |
| Carry up to 10 lbs. | Frequently required. |
| Carry 11 to 25 lbs. | Frequently required. |
| Carry 26 to 50 lbs. | Occasionally required. |
| Carry over 50 lbs. | Rarely required. Assistance may be available. |
| Reach above shoulder height. | Frequently required. |
| Reach at shoulder height. | Frequently required. |
| Reach below shoulder height. | Frequently required. |
| Push/Pull. | Frequently required. |
| **OTHER PHYSICAL CONSIDERATIONS** | **FREQUENCY** |
| Twisting. | Frequently required. |
| Bending. | Frequently required. |
| Crawling. | Rarely required. |
| Squatting. | Occasionally required. |
| Kneeling. | Frequently required. |
| Crouching. | Rarely required. |
| Climbing. | Occasionally required. |
| Balancing. | Frequently required. |
| Running. | Occasionally required. |

Work Surface(s): Standard office desk and chair; vehicle; concrete, asphalt, tile and carpet surfaces; rough, wet and slippery terrains

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| **HAND MANIPULATION** | **FREQUENCY** |
| Grasping. | Occasionally required. |
| Handling. | Frequently required. |
| Torquing. | Occasionally required. |
| Fingering. | Frequently required. |

Controls and Equipment: Two-way radio, motor vehicles, firearms, restraint equipment, telephone, computer, calculator, typewriter, measuring devices, technical equipment, copy and FAX machines

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| **COGNITIVE AND SENSORY REQUIREMENTS** | **NEED** |
| Talking | Necessary for communicating with others. |
| Hearing | Necessary for receiving reports and instructions. |
| Sight | Necessary for doing job effectively and correctly. |
| Need taste and smell | May be needed to detect fuel leaks, smoke, intoxicated individuals, etc. |

**WORK ENVIRONMENT** The work involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g., working under extreme outdoor weather conditions, subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled)

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| **SUMMARY OF OCCUPATIONAL EXPOSURES** |
| May be exposed to toxic fumes, chemicals and substances, fuels, and fluids |
| Bloodborne Pathogens |
| Tasks and procedures performed by employee involve risks classified by the Center for Disease Control as: Category II (Activity performed without blood exposure may occur in emergency) Category III (Task/activity does not entail predicable or unpredictable exposure to blood)  |
| This position typically does not involve Category I exposure risk, however, if employee is trained in first aid, some emergency procedures may entail Category I exposure risks |

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| **OTHER CONSIDERATIONS AND REQUIREMENTS** |
| Candidates must pass a criminal background investigation prior to employment offer |
| Candidates must pass a psychological evaluation prior to employment offer |
| Employee appointed pursuant to RSA 105. |
| The nature of the position requires employee to be in and maintain sound physical conditioning in conformance to the standards prescribed by NH Police Standards & Training Council |
| The nature of the position also exposes the employee to grotesque sights and smells associated with major trauma |

**EXPECTATIONS OF ALL EMPLOYEES**An employee’s job performance must support and exhibit the Department’s standards by demonstrating:***Integrity* –** We will adhere to the highest ethical standards and accept responsibility for our decisions and actions.***Respect* –** We will treat all employees, offenders and the public with fairness, honesty, consideration, and respect while recognizing individual diversity.***Professionalism* –** We will be firm, fair, and consistent in the performance of our duties and responsibilities. As positive role models, we will take pride in maintaining the quality of our services through our performance, appearance and continued education and training. We will instill trust and teamwork by providing support to fellow employees and promoting cooperation and effective communication**NON-DISCRIMINATION STATEMENT:** The Haverhill Police Department is committed to diversity and inclusion with adherence to high ethical standards. It is the policy of the Department not to discriminate in the treatment of, or access to, or employment in, its programs, services, or activities on the basis of sex, race, color, national origin, religion, age, military or veterans status, physical or mental disability, marital status, pregnancy, sexual orientation, and any other characteristic protected by applicable law |