

**RYE, NH  
2009**

**PATROL OFFICER, FULL-TIME**

**JOB SUMMARY**

Performs responsible and visible law enforcement 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 Federal and State laws and local ordinances and bylaws.

**SUPERVISION RECEIVED**

Works under the general supervision of the Police Sergeant who makes general assignments as to specific areas to be covered or cases to be investigated. Follows department rules and regulations. Duties are performed independently and judgment must be exercised in meeting emergencies and determining lawful and appropriate courses of action. Performance is reviewed through conferences, reports, and observations of efficiency and is evaluated periodically.

**SUPERVISION EXERCISED**

May supervise other Officers as needed.

**EXAMPLES OF ESSENTIAL DUTIES**

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

1. Patrols assigned areas of the Town in a police cruiser or on foot for the general purposes of crime prevention and law enforcement; 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, including apprehending persons violating the law or wanted by the police; confronts suspicious persons and situations and determines appropriate action; issues traffic citations.
2. Preserves the peace; negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, etc.
3. Receives dispatch orders and responds to calls for service, emergency situations, and serious crimes. Takes charge of crime scenes until relieved by higher authority; exercises knowledge of ordinances in determining legal justification for arrest, search and seizure, protective custody, etc.
4. Directs activity at accidents and disaster areas, effectively rendering first aid and restoring traffic to normal; investigates traffic accidents to determine cause; performs complex tasks

during life threatening emergencies. Periodically directs vehicular and pedestrian traffic to assure steady flow; enforces parking ordinances and motor vehicle laws; stops motor vehicles, confronts drivers, and issues citations for violations; makes physical arrests when laws have been violated; administers Intoxilyzer tests or other tests to determine the degree of blood alcohol in possible drunk driving situations.

5. Assists citizens who are in obvious danger of physical harm or who request aid or information; counsels citizens and/or refers them to persons or agencies for further assistance when necessary.
6. Assists in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend, and prepare prosecution of persons charged with committing crimes; preserves crime scenes; collects evidence; secures, receipts, and properly transports evidence and property coming into the Department's custody. Interviews and interrogates witnesses and suspected offenders; determines the extent of criminal activity and the need for further police assistance.
7. Records activity during tour of duty in daily reports; and submits all required reports and records in conformance with Department regulations and statutory requirements; conducts follow-up investigations on unsolved crimes; maintains necessary and appropriate records of activities; acquires and records information concerning events that have taken place since the last tour of duty.
8. Serves and delivers warrants, summonses, subpoenas, protection orders, and other official papers promptly and accurately when directed by a superior officer. Confers with Court Prosecutor to prepare for court cases; testifies in court and motor vehicle hearings.
9. Operates both as a member of a team and independently at incidents of uncertain duration; executes safe work procedures associated with assigned tasks; operates motor vehicles in accordance with State laws and Department regulations in routine and emergency situations; makes rapid transition from rest to near maximum exertion without warm-up periods.
10. Officers are required to participate in training, maintain required certification and demonstrate ongoing competence in the handling and use of all law enforcement equipment issued to them by the Chief of Police.
11. Uses approved firearms, handcuffs, batons, and other hand equipment in the performance of duties in accordance with Federal and State laws, and Town and Department policies and procedures; qualifies annually for use of duty weapon. Maintains proficiency in the operation of technical equipment, including radar, blood alcohol measuring devices, cameras, two-way radios, etc. Maintains weapons and equipment in accordance with Department policy. Inspects assigned vehicles for defects, missing equipment, contraband, and evidence; reports defects, damages, or irregularities.
12. Interprets, applies, and enforces Federal and State laws and local ordinances and bylaws to preserve the peace and protect persons and property.

13. May instruct other officers in the use of external defibrillators, Cardio-Pulmonary Resuscitation techniques, and defensive tactics.
14. May instruct other officers in the use of computer equipment; may be required to problem-solve Department's computer hardware and software.
15. May act as cruiser maintenance officer, scheduling appointments for vehicle service and maintenance, including oil changes and tire rotations, and performing minor repairs on cruisers.

Performs other related duties as required.

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

Knowledge of modern police practices, techniques, and methods; knowledge of the New Hampshire Criminal Code and Motor Vehicle Code, Federal laws, court decisions, and local ordinances; knowledge of the standard operating procedures of the Department; knowledge of crime scene interpretation and safe-guarding and preserving of evidence; knowledge of and familiarity with the geography and buildings of the Town. Skill in the use and care of a firearm and police equipment; skill in the use of a camera, accident investigation equipment, and fingerprinting equipment; skill in the use of standard office equipment. Ability to obtain information through interview and interrogation and to deal firmly and courteously with the public; ability to analyze situations quickly and objectively and to determine proper courses of action; ability to drive a motor vehicle; ability to use a personal computer and the Internet; ability to attend annual training courses certified by the New Hampshire Police Academy and, if necessary, special courses pertinent to position; ability to speak and write effectively; ability to work under physically and emotionally stressful situations; ability to develop and maintain effective working relationships with employees, Town officials, and the public.

### **MINIMUM QUALIFICATIONS REQUIRED**

High school graduate or equivalent (Associate's Degree in Criminal Justice or Law Enforcement and/or previous law enforcement experience preferred); certification by New Hampshire Police Standards and Training Council as a Full-time Police Officer; must maintain certification; must possess and maintain a valid driver's license; demonstrated computer and verbal and written communication skills. Ability to meet the physical fitness entrance requirements of the New Hampshire Police Standards & Training Council; ability to pass criminal and financial background checks prior to employment; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

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.

### **SENSORY REQUIREMENTS**

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.