

Haverhill Police Department
2975 Dartmouth College Hwy.
North Haverhill, NH 03774
(603)787-2222

POLICY #:

SUBJECT: Job Description: Patrol Officer

NOTE: This written directive is for the internal governance of the Haverhill Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. PURPOSE

This directive establishes the duties and responsibilities for the position of Patrol Officer.

II. POLICY

It is the policy of the department that all employees will have a job description outlining their job tasks and responsibilities.

A) Summary:

Patrol Officers shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies of this department. Part Time Officers who are duly sworn police officers shall have the same duties and responsibilities of a Full Time Officer.

Duties shall consist of but are not limited to a number of police responsibilities that promote and preserve the peace, stability and safety of the community.

B) General Duties and Responsibilities:

It is the responsibility of a Patrol Officer to:

- Interpret, apply, and enforce State and Local laws and ordinances to preserve the peace and protect persons and property.

- Be adequately familiar with the current department rules, policies, and procedures.
- Prepare reports on a variety of police department activities.
- Patrol their jurisdiction and proactively identify violations or criminal and motor vehicle law and take appropriate enforcement action.
- Patrol their jurisdiction and check the overall security of businesses and vacant residences and buildings.
- Identify suspicious persons and activity and take appropriate authorized action to confirm or dispel their suspicions.
- Receive and respond promptly to calls for service.
- Conduct motor vehicle stops and questions drivers and issues citations, warnings, or makes arrests as necessary.
- Conduct interviews with suspects, victims, and witnesses.
- Prepare and execute search warrants and conduct detailed searches of persons, places, and objects as needed.
- Provide testimony in criminal and administrative hearings.
- Promptly investigate all investigations assigned, and keep superior informed of the progress of their investigations.
- Arrest individuals who have violated the law either on view or through arrest warrant as necessary.
- Make frequent contact with the public and other Law Enforcement agencies to develop information and resources that furthers the goals and objectives of the department.
- Competently use and maintain job related equipment to include, but not limited to computers, radar units, radios, police vehicles, handcuffs, and various weaponry.
- Ensure police vehicles are well maintained mechanically and kept clean both inside and out.

- Provide traffic control whenever necessary at a scene or during events in the community.
- Perform all activities incidental to cases from assignment to conclusion. To include gathering evidence, conducting interviews, and completing all necessary reports.
- Perform other such duties as may be assigned by their superior.

C) Knowledge Skills and Abilities:

- Adequate knowledge of the rules and regulations of the department.
- Adequate knowledge of approved principles, practices, and procedures of police work.
- Adequate knowledge of pertinent state laws, municipal ordinances, and court decisions.
- Thorough knowledge of geography of municipality and locations of important buildings.
- Ability to command respect of their fellow officers and work as a team to accomplish the goals and objectives of the department.
- Competent knowledge of methods and practices or police investigative tactics and techniques.
- Ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations.
- Ability to analyze complex police problems and situations and to adopt quick, effective and reasonable course of action.
- Skill in the use of firearms, defensive tactics, and other police equipment.

D) Qualifications:

High School diploma or GED. Employee must be certified or certifiable as a full-time officer with the State of New Hampshire. Employee must have competency in general computer skills.

E) Working Conditions:

While performing the duties of this position it may be necessary to work in all outside weather conditions to include, but not limited to snow, sleet, rain, and high winds. This position may be exposed to toxic or caustic chemicals as well as a variety of hazardous materials. This position may at times involve exposure to loud noises. It may also include exposure to hostile environments and situations.

F) Physical Demands:

While performing the duties of this position the employee is frequently required to sit, type, and talk or hear. The employee must be able to sufficiently see in the normal vision range with or without correction to read computer screens and printed documents. The employee may be required to stand, walk, and run for extended periods of time. The employee must be of sufficient physical ability to perform moderate to heavy lifting, discharge various types of firearms, operate emergency vehicles, and be able to react quickly to emergency situations. The employee must be able to successfully complete the department and state physical agility tests as mandated.

G) Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

H) Signatures:

This job description has been approved by all levels of management:

Chief of Police: Brandon Alling
Printed

B Alling
Signature

Town Manager: Jo Lacaillade
Printed

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____
Printed

Signature

Date: _____