

Town of New London, NH

POSITION: Police Officer
FLSA STATUS: Non Exempt
LABOR GRADE: 12

DEPARTMENT: Police
REPORTS TO: Sergeant
DATE: April 2016

GENERAL SUMMARY

This is a law enforcement position responsible for general duty and investigatory police work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.

OTHER DUTIES AND RESPONSIBILITIES

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.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge or making salary decisions, etc.

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.

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.

LICENSING AND CERTIFICATION

Valid New Hampshire Driver’s License and multiple required police certifications.

TOOLS AND EQUIPMENT USED

Police cruiser, radios, radar gun, handgun and other firearms, baton, handcuffs, bulletproof vests, breathalyzer/intoxilyzer, pager; first aid equipment to include automated external defibrillator, fire extinguisher, jimmy, 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 work requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.

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.

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.

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.
Tasting and Smelling.	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).

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 predictable 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.

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 job functions (as listed) either unaided

or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.