

## **Lebanon, New Hampshire**

### **POSITION TITLE: POLICE OFFICER**

#### **STATEMENT OF DUTIES**

A Police Officer is responsible for the enforcement of federal statutes, state statutes, motor vehicle laws, local ordinances, and a variety of other tasks designed to preserve peace as well as order and at the same time protect the lives and property within the City of Lebanon. Police Officers shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies contained in the department manual.

#### **SUPERVISION**

A Police Officer works under the general supervision of a Sergeant or Corporal (in some divisions a Lieutenant) who administers policy, makes general assignments as to area to be covered and specific cases to be investigated, et cetera; officers customarily and regularly exercise discretion and judgment in meeting emergencies and determining lawful and appropriate courses of action independently; work performance is evaluated and is reviewed through informal and formal evaluations.

#### **JOB ENVIRONMENT**

Position requires continual examination, analysis and evaluation of a variety of dangerous, as well as routine situations such as: Respond to routine calls for service and emergency situations. Function both as a member of a team and independently at incidents of uncertain disposition and duration. Perform complex tasks during life threatening emergencies. Respond to resistance and use verbal de-escalation techniques, approved firearms, electronic control device, handcuffs, batons, OC spray and other authorized equipment in the performance of duties in accordance with federal and state laws, as well as city and department policies and procedures. May be exposed to toxic fumes, chemicals and substances, vehicle exhausts, hazardous materials, and bloodborne pathogens. Work in environments with a variety of adverse conditions, such as hot, cold, wet, slippery, and noisy conditions, et cetera. Work demands can routinely exceed a normal 8 hour day. The nature of the position requires employees to be respectful, project a positive first impression, confidence and self-assurance. Employees must possess self-discipline, honesty, integrity, good judgment and common sense. Errors could be serious due to the nature of police operations, and could result in death, personal injury, delay or loss of service, monetary loss, injury to other employees, damage to buildings and equipment and legal repercussions. The position has frequent contact with the public. Other contacts include various police agencies, attorneys, child welfare agencies, the court system, city departments, public outreach/ support services, and medical centers, as well as a myriad other organizations. These contacts are for the purpose of answering complaints, information gathering and dissemination, facilitating professional working relations, training, enforcement of laws or coordinating public events. Contact types are usually in person, by email, telephone or in writing.

## **POSITION FUNCTIONS**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

## **ESSENTIAL FUNCTIONS**

### **Routine Duties**

- Answer both routine and emergency calls for service.
- Enforce motor vehicle laws, criminal laws, and municipal ordinances.
- Respond to and investigate motor vehicle accidents.
- Direct traffic to ensure a safe and efficient flow.
- Perform patrol assignments for motor vehicle enforcement, crime problems, city ordinance violations, and crime prevention measures.
- Be thoroughly familiar with the assigned area of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, et cetera.
- Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
- Handle all wild and domestic animal complaints.

### **Court**

- Enforce and serve court documents.
- Testify at court as well as at other administrative hearings.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
- Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately.

### **Reports**

- Conduct preliminary and follow up investigations.
- Communicate effectively and clearly in both a written and oral form.
- Complete/ prepare and submit all required reports and records in conformance with departmental regulations and statutory requirements; conduct follow up investigations.
- Effective working knowledge of the department's computer systems.

### **Evidence/Investigation**

- Conduct crime scene searches and collect physical evidence.
- Accountable for the identification, securing, documenting, and proper transporting of all evidence and property coming into custody.

- Conducts a thorough initial and follow up investigation of all offenses and incidents assigned and encountered.

### **Weapons/Equipment**

- Clean, inspect, and maintain weapons, uniforms and equipment in a functional as well as presentable condition. Report any deficiencies and/or damages to their immediate supervisors.
- Operate technical equipment, e.g. radar, blood alcohol measuring devices, radios, cameras, computers, and other equipment used in the course of duty.
- Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Maintain proficiency in the operation of all approved weaponry.

### **Emergencies and Crime**

- Act quickly and effectively in emergency situations.
- Exercise sound judgment in routine and emergency situations.
- Cope with stressful situations.
- Aid individuals who are in danger of physical harm.
- Identify problems that are potentially serious law enforcement or governmental issues.
- React to all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health, or convenience of the public.
- Negotiate settlements between emotionally upset and often irrational persons.
- Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Conduct preventive patrols.
- React to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions, and inform supervisors as soon as the situation permits.
- Exercise judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

### **Teamwork/ Communication**

- Exercise authority consistent with the obligations imposed by the oath of office.
- Promptly obey legitimate orders.
- Coordinate efforts with other members of the department so that teamwork may ensure continuity of purpose and maximum achievement of department objectives.
- Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of department objectives.
- Acquire and understand information concerning events that have taken place since their last tour of duty.
- Establish and maintain an effective working relationship with fellow employees, other law enforcement agencies, and the general public.

### **Public Contacts**

- Courteously explain and assist citizens requesting assistance or information.
- Answer questions asked by the general public, counsel juveniles and adults when necessary.
- Advise citizens and crime victims about crime prevention techniques and programs.
- Promote and preserve the peace at private and public gatherings, neighborhood disputes, and domestic quarrels.
- Work to create and maintain a feeling of security in the community.

### **Miscellaneous**

- Respond punctually to all assignments.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Apply appropriate discretion/ common sense when evaluating a situation.
- Honesty and integrity are mandatory traits.
- Apply good judgment and common sense.
- Maintain knowledge of current rules and regulations and obey them.
- Perform any other duties as assigned by the Chief of Police or his/her designee.
- Maintain confidentiality regarding cases and administrative matters.

## **ADDITIONAL DUTIES BY ASSIGNMENT**

Police officers may be given one or more additional duties by supervisors in addition to regular patrol duties. These assignments include, but are not limited to, Detective, Accident Investigation Specialist, Field Training Officer, Evidence Officer, Tactical Containment Officer, Mountain Bike Officer, Motorcycle Officer, School Resource Officer or other specialty positions approved by the Chief of Police.

## **RECOMMENDED MINIMUM REQUIREMENTS**

### **PHYSICAL AND MENTAL REQUIREMENTS**

A police officer works in moderately noisy indoor and outdoor settings, and is exposed to occupational risks at any time, as the potential to respond to any dangerous call and the likelihood of responding to all major incidents involving potentially hostile or firearm related incidents is high. A police officer is required to climb, balance, stoop, kneel, crouch and crawl; stand, walk, run, sit, use hands, talk, listen and hear. A police officer occasionally lifts heavy objects. The position has normal vision requirements, correctable to 20/20. Equipment operated includes light trucks, 4x4s, automobile, hand tools, office machines, computers, firearms (pistol, shotgun, rifle and semi-automatic rifle), other weaponry: ECD, baton, Pepperball, OC spray, handcuffs, zipties, tire deflating devices, Res-Q-Disk, road flares, Halligan tool, mobile and hand-held radios, radar equipment, camera (video and still) equipment, and CPR mask and other equipment approved by the Chief of Police.

Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling oneself up over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Additionally, law enforcement officers must be able to withstand and effectively manage physical and mental stress, and possess a heightened physical, emotional and mental ability to be hired and retained.

## **EDUCATION AND EXPERIENCE**

Minimum age of 21 years. Must be of good moral character as presented in NH Police Standards and Training Rules. Minimum of High School diploma or equivalent; an Associate's Degree, military service, or an equivalent combination of work experience and credits is preferred and desirable. Must possess a valid motor vehicle operator's license. Must demonstrate an ability to meet the department's and the NH Police Standards & Training Council's entrance standards on fitness, psychological, and medical testing, as well as a polygraph examination. Must pass a thorough department background process which is intrusive in nature. Must successfully obtain NH Police Standards & Training Council certification as a police officer, within 12 months of the date of hire. Must maintain this certification to maintain position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to learn, maintain and demonstrate a working knowledge of modern police science techniques, methods and procedures and the ability to carry out same; knowledge of state and city laws, ordinances, and Supreme Court decisions, particularly those relative to police officer enforcement responsibilities and restraints; thorough knowledge of the geography of the city; working knowledge of the rules and regulations of the police department; knowledge of modern investigatory and interrogation techniques; ability to analyze course of action to be taken; ability to deal firmly and courteously with the public; ability to speak and write effectively; ability to meet specific physical requirements that may be established by competent authority; skill and the ability to utilize firearms; ability to safely operate a motor vehicle under emergency situations; ability to utilize defensive tactics in the arrest/ detention of suspects; ability to establish and maintain effective working relationships with other law enforcement agencies, fellow employees, supervisors and administrative personnel, other city agencies, and the general public.