

GRANTHAM POLICE DEPARTMENT

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SUBJECT: Patrolman Job Description

CALEA STANDARDS: 21.1.1, 21.2.2, 33.4.1

NOTE: This policy is intended for internal disciplinary purposes within the Grantham 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.

GENERAL PURPOSE

An individual holding the rank of Patrolman shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies specified by the Grantham Police Department Policy Manual. A Patrolman shall generally be assigned as uniformed patrol officer and may also be required to carry out the duties and responsibilities of any of the following assignments within the agency.

Prosecutor	Defensive Tactics Instructor
Field Training Officer	Accident Investigation Specialist
DARE Instructor	Taser Instructor
Baton Instructor	Fleet Maintenance Officer
Firearms Instructor	Other duties, functions, and details
Physical Fitness Instructor	
Armorer	

General police duties shall consist of, but not be limited to, a number of activities necessary to ensure the stability and safety of the community.

A Patrolman is expected to:

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicle and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.
8. Provide other services on an emergency basis.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police, Captain, or Sergeant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations 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 the work is similar, related, or a logical assignment to the position.

The essential functions of a Patrolman are extremely wide and varied, but may be divided into the following broad areas of responsibility:

A. General Duties and Responsibilities

1. Exercise authority consistent with the obligations in the oath of office and law enforcement code of ethics.
2. Coordinate efforts with other members of the department so that an atmosphere of teamwork and common purpose prevails allowing maximum achievement of police objective.
3. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
4. Respond punctually to all assignments.
5. Assist all citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Grantham Police Department and suggest other procedures to be followed.
6. Record activity during his/her duty shift in the manner consistent with existing policy and procedure.
7. Maintain weapons and equipment in a functional and presentable condition. Report damage or loss of equipment assigned to him/her immediately as prescribed.
8. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
9. Confer with Court Prosecutors and testify in court.
10. Take police enforcement action, including custodial arrest, as appropriate in cases of violations of local ordinances, state laws or other controlling statutes within the jurisdictional boundaries of the Grantham Police Department.

11. If assigned to operate a police vehicle:
 - a. Ensure that it is well maintained mechanically and that it is kept clean both inside and out.
 - b. Inspect the vehicle at the beginning of his/her duty shift and report any defects or missing equipment. Immediately report all defects and damage sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.
 - c. Ensure that any assigned vehicle is clean and that no contraband or evidence is contained therein.
12. Keep radio/MDT equipment in operation at all times and be thoroughly familiar with department policy concerning use of such equipment.

B. Patrol Duties and Responsibilities

1. Review activity / Printouts concerning events that have taken place since his/her last duty shift.
2. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a ranking officer.
3. Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventative action to correct such conditions and inform superiors as soon as the situation permits.
4. Patrol an assigned area, on foot or by vehicle, for general purposes of crime prevention and law enforcement. Police patrol should be random to prevent identifiable patterns from developing. Police patrol includes:
 - a. Apprehending persons violating the law or wanted by the police.
 - b. Being thoroughly familiar with the assigned patrol area. Such familiarity includes the knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported.
 - c. Complete detailed reports regarding the investigation of all crimes, vehicle accidents, and other incidents requiring police attention as assigned or required.
 - d. Preserving crime scenes.
 - e. Public assembly checks.
 - f. Building security checks
 - g. Observing and interrogating of suspicious person(s).
 - h. Issue traffic citations and enforce laws relating to parking and traffic.
 - i. Being alert for and reporting fires.

- j. Reporting traffic signals out-of-order, street hazards, and any other conditions that endanger public safety.
 - k. Checking schools, parks, and playgrounds.
 - l. Responding to any public emergency.
5. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
 6. Respond to situations brought to the officer's attention while in the course of patrol or when assigned by radio. Render first aid, when qualified, to persons who are ill or injured. Assist persons needing police services.
 7. Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.
 8. Be alert for traffic safety conditions, which may endanger or inconvenience the public and report such conditions to proper authorities. Take measures to direct the flow of traffic in the area during periods of congestion. A Patrolman directing traffic shall wear the prescribed traffic safety clothing and equipment as required.

C. Investigative Duties and Responsibilities

1. Conduct thorough investigations of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data, which will aid in the identification, apprehension, and prosecution of offenders, as well as the recovering of property.
2. Become proficient in techniques of fingerprinting, photography, and the collection, preservation and presentation of all physical evidence.
3. Be accountable for the marking and proper securing of all evidence and property coming into police custody.
4. Conduct interviews and interrogations as appropriate to the investigation.
5. Prepare affidavits, warrants, and court complaints as required and appropriate.

DUTIES BY ASSIGNMENT

Patrolmen may be given one or more of a variety of assignments and collateral duties offered within the department as previously indicated. Duties by assignment shall vary according to position. Individuals assigned to specialized areas within the agency shall be provided with the training necessary to perform within the specialized area of assignment.

The job description doesn't imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible. Other tasks may be assigned, based on departmental needs and/or the department supervisor's request.

POST APPOINTMENT TRAINING

1. All Patrolmen must attend or otherwise be certified by the Police Academy operated by the New Hampshire Police Standards and Training Council within a period of six months from the date they were hired. This requirement may be temporarily waived for a valid reason.
2. Patrolmen shall receive other job-related training based upon such factors as their specific assignment, seniority, and particular abilities.

DESIRED MINIMUM QUALIFICATIONS

1. Minimum Education and Experience
 - a. Must be age twenty (20) at time of appointment with no felony convictions.
 - b. High school diploma or equivalent
 - c. U.S. citizenship and possession of a valid motor vehicle operator's license.
 - d. Completion of college courses, military duty, or relevant work experience is desirable but not required.
 - e. Ability to receive certification by New Hampshire Police Standards and Training Council within six (6) months of appointment.
2. Necessary Knowledge, Skills, and Abilities
 - a. Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same; knowledge of federal, State, and Town laws and ordinances; court decisions relative to police officer enforcement abilities and restraints; ability to analyze situations quickly and objectively to determine the proper course of action to be taken; ability to utilize self-defense techniques and equipment, restraining devices and firearms; ability to operate motor vehicle under routine and emergency situations; the ability to establish and maintain effective working relationships with other law enforcement agencies, Town employees and agencies, fellow employees, and the general public; ability to operate department equipment. Knowledge of community geography and demographics; Ability to utilize computer equipment and sufficient keyboard skills to be proficient in report writing. The ability to project confidence, self-assurance, and certainty to the public; ability to communicate clearly, both verbally and in writing. Emotional stability and the ability to cope with stressful situations and confront hostile person(s).
 - b. Physical capabilities sufficient to engage in confrontational arrest situations under a variety of circumstances. Physical capabilities to subdue attacking persons as well as the physical capabilities to chase, apprehend, and restrain individuals consistent with the enforcement of the law and apprehension of criminals. Physical capabilities sufficient to engage in activities that require greater than average strength, cardiovascular fitness, and range of motion.

TOOLS AND EQUIPMENT USED

Including but not limited to: Police cruiser, police radio/MDT, radar, handgun and other weapons as required, baton, taser, handcuffs, breathalyzer, first aid 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and taste or smell. When apprehending law violators, occasional strenuous positions may be required. Emotional stress is also an exposure for this position.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate pre-employment testing including written and physical agility test; oral interview; background check; drug test, polygraph examination; psychological examination; final selection.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.