

PATROL OFFICER

JOB SUMMARY

Performs responsible and visible law enforcement duties, including patrol, investigation, traffic control, and a variety of other duties to preserve the peace, maintain law and order, to detect and apprehend suspects in criminal cases, protect life and property in the Town, enforce Federal and State laws and local ordinances, and engage in crime prevention, community relations and educational programs/activities.

SUPERVISION RECEIVED

Works under the direct supervision of the Sergeant and/or Officer-In-Charge who reviews shift logs, RMS entries and report completion. Supervisor is consulted on situations as required by Department policies and procedures or when guidance is needed. 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.

[The following is not necessarily an all-inclusive list of job-related duties, knowledge, skills, abilities or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. The employee may be required to perform other job-related duties requested by their supervisor.]

ESSENTIAL DUTIES

1. Performs varied and diversified duties involving the patrol of an assigned area, buildings, streets and grounds, with responsibility for enforcing and carrying out motor vehicle and criminal laws, policies, rules and regulations of the Department and federal, state and local laws and ordinances.
2. Patrols the Town in a police cruiser, motorcycle or on foot; checks overall security of vacant homes and buildings; periodically checks business establishments (both open and closed) and public places for violations of the law and takes appropriate enforcement action; confronts suspicious persons and situations and determines appropriate action.
3. Exercises considerable judgment and resourcefulness in the investigation and arrest of criminals, and particularly in maintaining law and order during time of emergencies. Makes frequent contact with the public in warning or arresting persons guilty of violating the law or safe driving practices, and in rendering first aid, restoring traffic to normal flow and providing information.
4. Performs travel/patrol duties requiring considerable physical effort, which may demand continuous standing, walking, running and occasional strenuous positions, under varying climatic conditions, with exposure to accidents or occupational hazards.
5. Negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, etc.; makes rapid transition from rest to near maximum exertion without warm-up periods.
6. Receives dispatched orders and responds to calls for service, emergency situations, and serious crimes. Takes charge of crime scenes until relieved by a higher authority; exercises knowledge of ordinances in determining legal justification for arrest, search and seizure, protective custody, etc.

7. 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 traffic to assure steady flow; stops motor vehicles, confronts violators, 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.
8. Manage and assist citizens/persons requesting aid or information by connecting with other resources they might need, including mental health, substance abuse, welfare, victimization, or any other social issue.
9. Assists in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend, and prepare prosecution of persons charged with committing crimes; examines crime scenes to collect evidence; interviews and interrogates witnesses and suspected offenders; determines the extent of criminal activity and the need for further police assistance.
10. Completes 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.
11. Assists other law enforcement officers in serving warrants, apprehending criminals, controlling mob violence, and other general law enforcement work
12. Operates both as a member of a team and independently at incidents of uncertain duration; executes safe work procedures associated with assigned tasks.
13. Operates motor vehicles in accordance with state laws and Department regulations in routine and emergency situations.
14. Uses approved firearms, handcuffs, batons and other hand equipment to the performance of duties in accordance with Federal and State laws, and Town and Department policies and procedures. 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 vehicle for defects, missing equipment, contraband, and evidence; reports defects, damages, or irregularities.
15. Appears in court as prosecutor or witness to present testimony in traffic violations and criminal cases.
16. Interprets, applies and enforces federal and state laws and local ordinances to preserve the peace and protect persons and property.
17. Performs minor repairs and maintenance to Department vehicles; reports need for major repairs to the Patrol Sergeant.
18. Assumes responsibility for the upkeep and general maintenance of the police station, all of the cruisers and all police equipment/uniforms. This may include cleaning, gathering trash, disinfecting, repairing the building or equipment, moving furniture and/or equipment, visual and mechanical inspections of supplies, equipment, and/or assets.
19. Manage and assist citizens/persons in connecting with other resources they might need, including mental health, substance abuse, welfare, victimization, or any other social issue.
20. Performs other related duties as required.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Three (3) years' full-time employment post high school.
- Certification by New Hampshire Police Standards and Training Council as a full-time Police Officer or the ability to obtain certification within a reasonable period of time; OR any equivalent combination of education, experience, or service in the Armed Forces which demonstrates possession of the required knowledge, skills and abilities to perform the duties of the position set forth by the Police Chief and Department Policy.
- Willingness to be on call to report for duty due to staffing needs and/or police emergency situations.
- A valid NH driver's license or ability to obtain same as required by NH Motor Vehicle Law.

ADDITIONAL DESIRED QUALIFICATIONS

Associate's degree or above. Two (2) or more years' law enforcement experience with a local, county, state, or federal agency. Training or certification in NIMS (National Incident Management System). Current certifications in AED-CPR, Basic First Aid for First Responders, EMT.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge of the geography of the Town of Greenland, NH. Knowledge of modern police and security practices, techniques, and methods; demonstrated knowledge of the policies and procedures of the Department; demonstrated knowledge of controlling laws, ordinances, and court decisions, particularly concerning investigation and evidence; demonstrated knowledge of crime scene interpretation and safe-guarding and preservation of evidence. Demonstrated knowledge of NH motor vehicle laws, criminal laws, arrest procedures, evidence preservation, investigative techniques, court room demeanor and protocol. Demonstrated skill in the use of mobile and portable radios, recording equipment, fax machine, photocopier, etc. Knowledge of first aid techniques. Skill in the use and care of, and the ability to utilize a firearm and other defensive tools such as handcuffs, impact weapons, preliminary breath testing devices, TASER, and pepper spray. Skill in the use of a semi-automatic defibrillator and first aid equipment. Above average knowledge of and demonstrated experience in the use of desktop and laptop computers equipped with standard office software, to include Microsoft Office Suite and RMS software. Ability to use radio communication equipment; ability to use digital, instant, 35 mm, in-car, and body-worn video cameras and in-car audio equipment. Excellent customer service and interpersonal skills. 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 provide positive and corrective feedback without adding or omitting information based on emotionally stressful situations. Ability to exercise good judgment and operate under stressful or emergency conditions. Ability to develop and maintain effective working relationships with peers, superior officers, other Town officials, law enforcement officers from local, county, state and federal agencies, civic leaders, citizen groups and the general public. Ability to work without close supervision and to make proper independent decisions. Ability to speak clearly, intelligently, and understandably.

Ability to prepare and present concise oral and written material relating to the activities of the Department. Ability to be on call to meet police emergencies.

ENVIRONMENTAL CONDITIONS & PHYSICAL 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. Required to use hands and fingers to handle and feel objects, tools, or controls; required to reach with hands and arms. Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. The nature of the position requires the employee to be in, and maintain, sound physical condition, and attendance to annual re-certification training program(s) is required. Works in an environment that consists of approximately 90% outside duties and 10% inside duties. 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. Must be able to frequently perform the following essential activities:

- Reach below, at, and above shoulder height
- Lift and/or carry up to 50 lbs.
- Climb through openings, up or over obstacles
- Move through/in confined areas; move heavy objects or persons
- Handcuff passive & resisting suspects/prisoners
- Jump across obstacles, down from elevated surfaces
- Physically push/pull movable objects (including vehicles); pull self over obstacles
- Run after fleeing suspects; run up stairs
- Sit for 90% or more of the work shift;
- Stand/walk continuously for more than 10% of the work shift
- Subdue a person resisting arrest
- Wade through marshes or waterways
- Engage in physical altercation with person larger/stronger and with no assistance available
- Physically disarm a person threatening with knife/club.
- Engage in activities that require average to above average strength, cardio fitness, range of motion