

PATROL OFFICER

JOB SUMMARY

Serves as a Patrol Officer performing responsible law enforcement duties, including patrol, investigation, traffic control, and a variety of other duties designed to preserve peace and order and to protect life and property in the Town.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief and/or Lieutenant and/or Sergeant who make general assignments as to the area to be covered, specific cases to be investigated, etc. Duties are performed independently and Officer must exercise independent judgment in meeting emergencies and determining lawful and appropriate courses of action.

SUPERVISION EXERCISED

Supervises Part-time Officers as needed.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Patrols in an assigned area of the Town; checks overall security of vacant homes and buildings; periodically checks business establishments and public places for violations of the law and takes appropriate enforcement action; confronts suspicious persons and situations and determines appropriate action.
2. Negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, etc.
3. Receives dispatch orders and responds to calls for service, emergency situations and serious crimes; takes charge of crime scenes until relieved by higher authority; exercises knowledge of State Laws, Federal Laws, Supreme Court Decisions, and Town Ordinances in determining legal justification for arrest, search and seizure, protective custody, etc.
4. Directs activities at accidents and disaster areas rendering first aid and restoring traffic to normal; investigates traffic accidents to determine cause. Periodically directs traffic to assure steady flow, conducts traffic stops.
5. 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 need for further police assistance.
6. Completes and submits all required reports and records in conformance with department regulations and statutory requirements in a timely manner; conducts follow up investigations on unsolved crimes.
7. Maintains weapons and equipment in accordance with department policy. Inspects assigned vehicles for defects, missing equipment, contraband and evidence; reports defects, damages or irregularities.
8. Assists citizens requesting assistance or information when appropriate, treating all citizens with respect.
9. Testifies in court, arraigns defendants, and assists in prosecution of cases as necessary.
10. Operates department equipment such as radar, cameras, computer, etc.
11. Enforces Municipal Ordinances and State Laws pertaining to the regulation and control of dogs and other animals through patrol and investigation of complaints.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of modern police practices, techniques, and methods, knowledge of controlling laws, ordinances and court decisions; thorough knowledge of the geography of the Town, and the rules and regulations of the Department; knowledge of crime scene interpretation, safe guarding and preserving of evidence; ability to obtain information through interview and interrogation; ability to analyze situations quickly and objectively and to determine proper courses of action; ability to speak and write effectively, ability to develop and maintain effective working relationships with employees, Town Officials, and the Public; ability to instruct successfully; skill in the use and care of and the ability to utilize a firearm.

MINIMUM QUALIFICATIONS REQUIRED

Possession of certification by New Hampshire Police Standards and Training or ability to obtain within six months of date of hire required; possession of a valid New Hampshire Operator's license required, ability to obtain and retain firearms certification from a Police Standards and Training Council approved course.

High school diploma or equivalent, with advanced study in Criminal Justice or related field preferred; experience in law enforcement; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**ADDITIONAL KNOWLEDGE AND QUALIFICATIONS MAY BE REQUIRED AS DETERMINED BY
DEPARTMENT'S STANDARD OPERATING PROCEDURES.**

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions are disagreeable due to varying climatic conditions, emotional stress, and exposure to hazards which could result in total disability or even death.