

# Town of Northfield Position Description

<b>Job Title:</b>	Full-Time Patrol Officer	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Police	<b>Date:</b>	September 5, 2023

## FULL-TIME PATROL OFFICER

### JOB SUMMARY

This is an entry level law enforcement position responsible for general duty and investigatory police work. Under the direction of the Sergeant, an individual holding the rank of Police Officer shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies specified by the department policy manual; shall generally be assigned as a uniformed patrol officer. Responsibilities include community-policing efforts, identifying criminal activity, and apprehending offenders, participating in court proceedings, aiding individuals, report writing, evidence collection, interviewing, directing traffic, and maintaining a sense of security in the Town of Northfield.

### SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police, the Lieutenant, and the direct supervision of the Sergeant who outlines departmental policies and regulations, and makes general assignments by defining objectives, priorities, and deadlines as to the area to be covered, specific cases to be investigated, etc. The Sergeant assists the Officer with unusual situations that do not have clear precedents. The Officer 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. 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 Officer 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 Officer 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.

### SUPERVISION EXERCISED

This job has no supervisory responsibilities. However, A Full-time Patrol Officer who has successfully completed the probationary period may provide direct or general supervision of part-time Patrol Officers and probationary officers, and give advice and assistance when necessary, particularly when assigned as a Field Training Officer. Serves as the Officer-In-Charge (OIC) or initial Incident Commander at the scene of a police incident or emergency until relieved by a full-time superior officer.

### COMPLEXITY/SCOPE OF WORK

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; and the execution of specific rules, regulations, or procedures

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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 and elected officials, prosecutors, judges, attorneys, school administrators, clergy, business owners, citizens, suspects, and representatives of other law enforcement agencies. The personal contacts are with individuals or groups from outside the police department in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. The purpose of the contacts 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 Officer 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.

### **EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES**

[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, the Chief of Police reserves the right to revise the job or to require that other or different tasks be performed as assigned to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. The employee may be required to perform other job-related duties requested by their supervisor, a superior officer, or the Chief of Police. 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 duties (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.]

- Perform patrol, preliminary investigation, and traffic enforcement duties in accordance with Departmental rules, regulations, and policies. Patrol in an assigned area of the community by car, on foot or bicycle. Check overall security of vacant homes and buildings, schools, parks, and playgrounds; periodically check business establishments and public places for violations of the law and take appropriate enforcement action; confront suspicious persons and situations and determine appropriate action.
- Respond to radio dispatches and communicate over the radio. Respond to requests for assistance, investigate criminal activity, apprehend criminals, and enforce laws and ordinances.
- Report nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area. Evaluate emergency situations. Perform complex tasks during life threatening emergencies.
- Investigate all complaints that come to his/her attention.
- Negotiate settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, etc.
- Direct activities at scenes of motor vehicle accidents and other natural and man-made disasters rendering first aid and restoring traffic to normal. Periodically directs traffic to assure steady flow, stops motor vehicles, confronts driver, and issues citations for violations.
- Effectively render aid to the public in routine and emergency situations.
- Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
- Participate in community policing initiatives as may be assigned by a Supervisor.

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- Communicate to superiors and to fellow officers all information obtained which is pertinent to police activity. Coordinate efforts with other members of the department.
- Interview witnesses, protect and preserve accident and crime scenes for investigation. Conduct and assist in conducting investigations.
- Participate in legal searches and surveillance activities.
- Break up large parties in which alcohol is being illegally served and/or underage drinking parties.
- Preserve the peace at public gathering neighborhood disputes, and domestic disputes.
- Exercise discretion in the use of force consistent with the Department's Use of Force policy.
- Make arrests. Serve warrants, subpoenas, and other court orders.
- Enforce Town ordinances and State laws pertaining to the regulation and control of dogs and other animals through patrol and investigation of complaints.
- Attend trials and hearings and give testimony in court.
- Direct traffic, investigate motor vehicle accidents, and aid injured persons.
- Transport, process, and care for prisoners detained in the Booking Room.
- Complete detailed reports and records on all law enforcement activities crimes, vehicle accidents, and other incidents requiring police attention in conformance with department policies and statutory requirements. In cases where an arrest is made, submit an Arrest Report along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, complete supplemental investigation reports and properly identify the property. Secure property that has been found or abandoned and property related to crimes or prisoners.
- Assist the general public, provide information, and give directions.
- Observe, report, and act on conditions conducive to crime and danger. Take suitable action and inform interested parties of the laws relative to the particular complaint or incident.
- Maintain weapons and equipment in accordance with department policy, and ensure that all equipment used operating properly. Inspect assigned vehicles for defects, missing equipment, contraband and evidence; report defects, damages, or irregularities.
- Maintain morale, loyalty, and esprit de corps.
- Participate in formal training programs and receives continuing on-the-job training in law enforcement techniques and procedures, Departmental organization, rules, policies, and related laws, use, care and maintenance of assigned equipment, including vehicles and firearms, as well as a variety of specialized equipment.
- Perform other related work as required or requested by a superior officer.

### **KNOWLEDGE, SKILLS & ABILITIES**

- 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; rules of evidence, laws of arrest, search and seizure, New Hampshire traffic laws, and court procedures.
- Knowledge of the geography and population patterns of the Town and adjoining towns.
- Knowledge of basic computer functions and computerized record-keeping systems.
- 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 vehicles under routine and emergency situations.

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- Ability to establish and maintain effective working relationships with fellow Officers, other law enforcement agencies, Town employees and agencies, fellow employees, and the general public; ability to operate department equipment.
- Ability to utilize computer equipment and sufficient keyboard skills to be proficient in report writing.
- Ability to project confidence, self-assurance, and certainty to the public.
- Ability to project a neat, professional appearance 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 persons.
- Skill in interviewing and information gathering.
- Ability to learn, understand, interpret and follow federal, state and local laws, court decisions, and Departmental policies. 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, PBTs, AEDs, and other specialized equipment safely and accurately.
- Ability to act with tact and impartiality.
- Ability to perform work that requires good physical conditioning.
- Ability to demonstrate keen powers of observation and memory.
- Ability to obtain and maintain all operator licenses and certifications or permits for equipment used, such as radar, breathalyzer, etc.
- Ability to meet and maintain established standards of physical endurance, agility, health, and vision. Physical capabilities sufficient to engage in confrontational arrest situations involving persons who may resist under a variety of circumstances; 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.

### REQUIRED MINIMUM QUALIFICATIONS

- Age eighteen (18) at time of employment
- No felony convictions
- High school diploma or equivalent
- U.S. citizenship
- Possession of a valid NH motor vehicle operator's license or the ability to obtain same prior to appointment
- Sufficient physical abilities to perform the essential functions/duties of the position
- Certification as a full-time law enforcement officer by New Hampshire Police Standards and Training Council within six (6) months of appointment
- Ability to qualify with all department firearms and to meet the physical fitness requirements of the department according to NHPSTC rules.
- Shall not at any time have been or currently be listed on an Exculpatory Evidence Schedule submitted by a Chief of Police in the State of New Hampshire to a County Attorney or the Attorney General of New Hampshire or by a Chief of Police, Sheriff, or other law enforcement agency chief executive in any state or outside jurisdiction; or have been or currently be the subject of any *Laurie* or *Brady* material or information in any state; or on any established judicial record or list that would compromise a sworn Officer's oath of office or credibility as a result of sustained complaints or formal disciplinary actions.

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**ADDITIONAL DESIRED QUALIFICATIONS:** Associates degree or above in Criminal Justice or related field. Military service, or relevant security, corrections, mental health, or public safety work experience. Prior experience in a legal or law enforcement environment. Training or certifications in Basic First Aid & AED for First Responders, EMT I & II, NIMS (National Incident Management System). Familiarity with or prior experience utilizing IMC, CSI, Crimestar, or other law enforcement software and records management programs.

**TOOLS & EQUIPMENT USED:** Police cruiser, portable and mobile radios, hand-held radar gun, handgun and other firearms, baton, handcuffs, bulletproof vests, body-worn and in-car/MVR camera systems, breathalyzer/intoxilyzer, first aid equipment to include automated external defibrillator, fire extinguisher, jimmy or similar vehicle unlock kits and tools, flares, pepper spray, animal control equipment, investigating equipment, including cameras, blood evidence tubes, fingerprinting apparatus, other evidence collecting materials, mobile digital terminals, desktop computers, and other general office 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.]

The work requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.

<b>PRIMARY PHYSICAL REQUIREMENTS</b>	<b>FREQUENCY</b>
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.
<b>OTHER PHYSICAL CONSIDERATIONS</b>	<b>FREQUENCY</b>
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.

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HAND MANIPULATION	FREQUENCY
Grasping.	Occasionally required.
Handling.	Frequently required.
Torquing.	Occasionally required.
Fingering.	Frequently required.

**CONTROLS & EQUIPMENT:** Two-way radio, motor vehicles, firearms, Less Lethal Weapons, restraint equipment, telephone, computer, calculator, typewriter, measuring devices, technical equipment, AED, PBT device, radar/Lidar, copy and FAX machines. Otherwise, same as a Full-Time Police Officer.

COGNITIVE & 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:** Work consists of 90% outside duties and 10% inside/administrative duties. The use of an 8-hour day is to demonstrate the typical condition requirements for sitting, walking, and standing, and should not be construed to infer that all jobs/shifts are limited to eight (8) hours. Otherwise, same as a Full-Time Patrol Officer.

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: <div style="margin-left: 40px;">                     Category II (Activity performed without blood exposure may occur in emergency)                      Category III (Task/activity does not entail predicable or unpredictable exposure to blood)                 </div>
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.

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**NON-DISCRIMINATION STATEMENT:** It is the policy of the Northfield Police Department not to discriminate in the treatment of, access to, or employment in its programs, services or activities on the basis of national origin, religion, creed, race, color, sex (including pregnancy and medical conditions which result from pregnancy), age, marital status, sexual orientation, or physical or mental disability.

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Approval

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Date

I have had the opportunity to read this position description and understand its contents.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

(Print Name)

Revised 09/05/23