

<b>NEW HAMPTON POLICE DEPARTMENT</b>			
<b>SECTION: 200 HUMAN RESOURCES</b>		<b>POLICY # 203 JOB DESCRIPTION</b>	
<b>SUBJECT: PATROL OFFICER</b>		DATE OF ISSUE: 04/01/2011	EFFECTIVE DATE: 04/01/2011
ISSUING AUTHORITY: CHIEF Joshua Tyrrell	Page 1 of 4	<input type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input checked="" type="checkbox"/> RESCINDS	

DISTRIBUTION: ALL SWORN MEMBERS

**NOTE:** This written directive is for the internal governance of the New Hampton 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.

**PURPOSE:**

The purpose of this General Order is to establish guidelines/descriptions of the various duties and functions of the various ranks within the department.

**POLICE OFFICER**

**JOB SUMMARY**

Serves as a Patrol Officer performing responsible law enforcement duties, including patrol, investigation, and 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 Patrol Sergeant who makes general assignments as to the area to be covered, specific cases to be investigated, etc. Duties are performed independently and the Patrol Officer must exercise independent judgment in meeting emergencies and determining lawful and appropriate courses of action.

**EXAMPLES OF DUTIES**

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 person 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; stops motor vehicles, confronts drivers and issues a warning and/or a citation for violations; makes physical arrests when laws have been violated; administers blood alcohol tests to determine the degree of blood alcohol content.
5. Assists in the investigation of crimes and/or suspected criminal activity to identify, locate, apprehend and prepare prosecution of persons charged with committing crimes; examines crime scenes for evidence, properly collects evidence; interviews and interrogates witnesses and suspected offenders; determines the extent of criminal activity and need for further police assistance.
6. Processes juvenile complaints originating from family problems, including counseling and referral programs. Handles juvenile complaints originating from delinquent acts including investigations. Possess the knowledge of how the Juvenile Justice System works to include how to properly fill out and/or file a Juvenile Petition.
7. Assists in the investigation of crimes and/or suspected criminal activity to identify, locate, apprehend and prepare prosecution of person 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.
8. Completes and submits all required reports and records in conformance with department regulations and statutory requirements; conducts follow up investigations on unsolved crimes.
9. Involved in court cases as a State's witness. There may be times that you will have to transport a prisoner to or from the Court and jail or transporting juveniles to hearings and placement facilities. Knowledge of the proper forms for the criminal complaint process including warrants.
10. Counsels parents and juveniles of available services.
11. A Patrol Officer may become certified to work within the school system.
12. Maintains weapons and equipment in accordance with department policy. Inspects assigned vehicles for defects, missing equipment, contraband and evidence; reports defects, damages or irregularities.
13. Assists citizens requesting assistance or information when appropriate.

14. Confers with department Prosecutor, testifies in court, needs to know how to arraign a defendant in the case the prosecutor is unavailable and assists in prosecution of cases as necessary at the direction of the prosecutor.
15. Operates department equipment such as vehicles, blood alcohol testers, radar, cameras, etc.
16. Enforces municipal ordinances and State laws pertaining to the regulation and control of dogs and other animals through patrol and investigation of complaints.
17. Responsible for the proper collection, security and chain of custody of any property/evidence taken during an investigation or arrest.

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 of care of and the ability to utilize a firearm.

### **MINIMUM QUALIFICATIONS REQUIRED**

High school diploma or equivalent, with advanced study in Criminal Justice or related field preferred; possession of certification by New Hampshire Police Standards and Training, possession of a valid New Hampshire operator's license; experience in law enforcement; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(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.)

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 to finger, 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 at annual re-certification training program(s) is required. 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, and Category II, and Category III. Work may involve emotional stress and hazards of disability or even death when pursuing those suspected of a crime.

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Source: NHPD

WRITTEN BY:

REVIEWED BY: Chief Tyrrell

ADOPTED DATE: 04/01/2011

SIGNATURE OF CHIEF: \_\_\_\_\_

DATE : \_\_\_\_\_