

Job Title:	Patrol Officer	Job Category:	Patrol
Department:	Police	Pay Grade	

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 protect life and property in the Town, and enforce Federal and State laws and local ordinances and bylaws.

SUPERVISION RECEIVED

Works under the general supervision of the Sergeant who reviews shift logs, reports, and cases. 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.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

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

1. Patrols the Town in a police cruiser or on foot; 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.; makes rapid transition from rest to near maximum exertion without warm-up periods.
3. Receives dispatch 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.
4. 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.
5. Assists citizens requesting aid or information when appropriate.

6. 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.
7. 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
8. Operates both as a member of a team and independently at incidents of uncertain duration; executes safe work procedures associated with assigned tasks; operates motor vehicles in accordance with State laws and Department regulations in routine and emergency situations.
9. 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, tow-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.
10. Interprets, applies and enforces Federal State laws and local ordinances and bylaws to preserve the peace and protect persons and property.
11. Performs minor repairs and maintenance to Department vehicles; reports needs for major repairs to Lieutenant.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of the geography of the Town. Knowledge of modern police practices, techniques, and method; knowledge of the policies and procedures of the Department; knowledge of controlling laws, ordinances, and court decisions, particularly concerning investigation and evidence; knowledge of crime scene interpretation and safe-guarding and preservation of evidence. Skill in the use and care of, and the ability to utilize a firearm and other defensive tools such as handcuffs, impact weapons, and pepper spray; skill in the use of desktop and laptop computers equipped with standard office software; skill in the use of a semi-automatic defibrillator and first aid equipment. Ability to use radio communication equipment; ability to use digital, instant, 35 mm, and in-car video cameras and in-car audio equipment; 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 educate new officers oftentimes during stressful situations; ability to identify learning habits and needs of trainees; ability to provide positive and corrective feedback without adding or omitting information based on emotionally stressful situations; ability to develop and maintain effective working relationships with fellow and superior officers, Town employees and officials, and the public; ability to be on call to meet police emergencies.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent and prior experience training and evaluating junior staff required; some previous law enforcement experience preferred. Possession of a valid motor vehicle operator's license. 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; willingness to be on call to meet emergency situations; OR any equivalent combination of education and experience 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.

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, 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 that 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 Controls 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.