

City of Claremont, New Hampshire Position Description

Position Titled: Police Officer
Reports to: Police Chief
Department: Police
FLSA Status: Non-Exempt

Union/Merit: AFSME Police Union
Grade Level-Points:
Revised/Updated: 04/10/05

Job Summary

Patrol Officers shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, policies and written directives of the Claremont Police Department.

Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community. A patrol officer shall be expected to:

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through preventive patrol and other measures, to include vigorous checking of security of business establishments.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental issues.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.
8. Provide other services on an emergency basis.

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Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Patrol Officer to:

1. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
2. Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
4. Respond punctually to all assignments.
5. Acquire and record information concerning events that have taken place since the last tour of duty.
6. Record activity during tour of duty in the manner prescribed by proper authority.
7. Maintain weapons and equipment in a functional, presentable condition.
8. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
9. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into custody.
10. Answer questions asked by the general public, counsel juveniles and adults when necessary, and refer them to persons or agencies where they can obtain further assistance.

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11. Preserve the peace at public gatherings, neighborhood disputes, and family disturbances.
12. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
13. Confer with court prosecutors and testify in court.
14. Must have the ability to use a firearm and make forcible arrests.
15. Must have clear, understandable speech.
16. Accomplish other general duties as they are assigned or become necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES - PREVENTIVE PATROL

1. Patrol an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
 - a. Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones, and other emergency services should be noted.
 - b. Apprehending persons violating the law or wanted by the police.
 - c. Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.

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- d. Preserving any crime scene until an Officer-in-Charge or Investigator arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.
 - e. Public Assembly checks.
 - f. Physical security checks to include walking around, up stairs or fire escapes, to physically check the security of doors and windows.
 - g. Observing and interrogating suspicious persons.
 - h. Issuing traffic citations.
 - i. Being alert for and reporting fires.
 - j. Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
 - k. Checking of schools, parks, and playgrounds.
1. Responding to any public emergency.
 2. Conduct a thorough initial and follow up investigations of all offenses and incidents within that area of assignment and scope of activity. Collect evidence and record data which will aid in the identification, apprehension, and prosecution of offenders, as well as the recovery of property.
 3. Be alert to the development of conditions tending to cause crime or be indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.
 4. Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured, while taking precautions to avoid exposure to health hazards. Assist persons needing police services.
 5. Remain in assigned area throughout the tour of duty except when a police emergency

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necessitates a temporary absence, or when an Officer-in-Charge or the Dispatcher has issued authorization for a temporary absence.

6. Patrol area(s) giving particular attention to and frequently rechecking locations where a crime hazard is great. Insofar as possible, a Patrol Officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.

7. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area.

8. If assigned to operate a motor vehicle:

- a. See that it is well maintained mechanically and that it is kept clean both inside and out.
- b. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.
- c. Remove the keys and lock all doors whenever the patrol car is left unattended for any reason except in cases of close supervision where necessary for the efficiency of patrol operations.
- d. Use only vehicles assigned by the Officer-in-Charge.
- e. Use his or her assigned call number to contact headquarters.
- f. Operate the radio in keeping with FCC regulations and current departmental procedures.
- g. Ensure that the assigned vehicle's gas tank is full at the start of and prior to completion of each tour of duty. Ensure that there is an appropriate level of oil, and other required fluids, at the start

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of each shift.

9. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.
10. Take measures to direct the flow of traffic in the area during periods of congestion.
11. Notify the Officer-in-Charge if more than a temporary absence from regular duties is required.
12. Make periodic reports to the station house.
13. Conduct field interviews of witnesses and field/in custody interrogations of suspects/arrestee and complete written statements of same.

SPECIFIC DUTIES AND RESPONSIBILITIES - TRAFFIC PATROL

1. Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
2. Enforce the parking ordinances and motor vehicles laws in the patrol areas.
3. Be alert for traffic safety conditions which may endanger or inconvenience the public and report, as required.
4. Respond immediately when called from a traffic post to render emergency police service. Notify the station at the earliest possible opportunity.
5. Wear the prescribed traffic safety clothing and equipment.

Additional Duties by Assignment

Patrol Officers may be given one or more additional duties by competent authority in addition to regular patrol duties. These assignments include, but are not limited to, Investigator, Accident Investigation Specialist, Field Training Officer, Evidence Officer. Patrol Officers may also perform the duties of subordinate personnel as needed, to include, but not limited to, acting as a communications specialist. Patrol Officers are encouraged to analyze and recommend improvements to equipment, facilities and written directives as needed and to participate in various committees.

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Qualifications

Since law enforcement officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruptions, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.

Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment; or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

Minimum age of 21 years. Must be of good moral character. Minimum of a High school diploma or equivalent; an Associates Degree, military service, or an equivalent combination of work experience and credits is preferred and desirable, but not required. Must possess a valid NH motor vehicle operators license. Must demonstrate an ability to meet the department's and the NH Police Standards & Training Council's entrance standards on fitness, psychological, and medical testing.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Federal, State and Town laws and ordinances and court decisions relative to enforcement duties and responsibilities. Working knowledge of modern police science techniques, methods and procedures. Basic knowledge of photography, and the ability to use photographic equipment. Ability to analyze situations quickly and objectively to determine proper course of action to be taken, using discretion/ common sense. Ability to use self defense techniques and firearms. Ability to project positive first impression. Ability to project confidence, self assurance and certainty to the public. Ability to properly maintain and neatly wear a uniform. Ability to properly use all department equipment. Thorough knowledge of Department Policies, Procedures, Rules and Regulations. Ability to operate a motor vehicle under emergency situations. Ability to develop and maintain effective working relationships with other law enforcement agencies, other town departments, fellow members and the general public. Ability to operate Department equipment. Ability to speak and write clearly and effectively. Ability to perform essential job functions; listed as follows:

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons

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in self-defense.

2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.

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12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

The successful officer must be able to perform ALL of the above essential job functions of an inexperienced law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

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Supervision Received

The incumbent receives verbal and written orders and follows standardized procedures as detailed in the department rules and regulations, various manuals and laws. All situations can not be foreseen and incumbent may not be able to immediately contact superiors and thus require the incumbent to exercise initiative and experienced judgment in handling emergency situations. Work is reviewed through written reports prepared by the incumbent, by citizen complaints, by formal and informal inspections and by the supervisor's observations.

Supervision Exercised

The incumbent may instruct special officers and citizen groups on particular assignments but this is not a regular recurring part of the job.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. While many personal contacts will involve explanation and discussion requiring tact, courtesy and firmness, there is the constant possibility of personal contact with persons who are violent, dangerous or emotionally unstable. These situations require high personal skills to defuse violate situations or the capability to exercise the minimum force required to restore peace and order.

Licensing & Certification

Certified by NH Police Standards & Training Council (within 12 months from date of hire). Certification will require the incumbent to attend the police academy if the incumbent is not certified based upon prior experience or academy attendance in another jurisdiction. Incumbent shall receive other training based upon factors such as their assignment, seniority and abilities.

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Surface(s): Standard office desk and chair; tables; motor vehicle, computer work station, wood, tile, cement and carpeted floors.

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Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, general police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc.

Typical Work Environment: Inside: 10% Outside: 90%

Summary of Occupational Exposures: The work involves high risk where serious injury is a constant factor and considerable physical efforts may be required to pursue on foot or to handle emergency situations. Physical capabilities sufficient to engage in confrontational physical arrest situations under a variety of circumstances, physical capabilities to subdue attacking persons as well as physical capabilities to chase, apprehend and restrain individuals consistent with the enforcement of the law and apprehension of criminals. This may include physical or verbal attacks from individuals or groups. Physical demands include self-defense efforts, disarming persons who may not be rational, running, jumping, etc. The work involves high risk where serious injury is a factor and considerable physical efforts may be required to pursue on foot or apprehend and arrest.

The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

Primary Physical Requirements

LIFT up to 10 lbs.: Frequently required
LIFT 11 to 25 lbs.: Frequently required
LIFT 26 to 50 lbs.: Occasionally 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.: Occasionally required

REACH above shoulder height: Occasionally required
REACH at shoulder height: Occasionally required
REACH below shoulder height: Occasionally required

Other Physical Considerations

Twisting: Occasionally required
Bending: Occasionally required
Crawling: Rarely required
Squatting: Occasionally required

Kneeling: Occasionally required

Crouching: Occasionally required
Climbing: Rarely required
Balancing: Rarely required
Grasping: Frequently required

Handling: Frequently required
Torquing: Occasionally required
Fingering: Frequently required

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PUSH/PULL:

Occasionally required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Necessary for detecting odors.

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