

# City of Claremont, New Hampshire Position Description

<b>Position Titled:</b>	Permanent Part-Time Police Detective/Prosecutor	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Police Chief	<b>Union/Merit:</b>	Merit Plan
<b>Department:</b>	Police	<b>Grade Level-Points:</b>	7 - 377
		<b>Revised/Updated:</b>	03/17/05

## Job Summary

The incumbent serves as a Detective and Prosecutor in the Police Department's Criminal Division on a part time basis. The incumbent is responsible for investigating felonies, thefts, burglaries; juvenile crimes etc.; gathers and preserves evidence; detecting and arresting criminals and recovering lost or stolen property. The incumbent may be assigned to a specific function within the unit to include Detective, Major Crime Detective, Evidence Technician and Prosecutor.

Prosecutor is responsible for prosecuting city code violations and State violation and misdemeanor level offenses in the District Court and making case presentations to the Grand Jury.

**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 part-time Detective/Prosecutor to:

1. Cooperate fully with other units within the Department and with other law enforcement agencies. Make investigations for them and provide criminal records and other information to them where such action does not conflict with any investigation being conducted by this Division or Department. In addition, be prepared to aid in the apprehension of suspects or offenders, and generally act as a liaison officer between this Department and all similar bureaus or units in other police departments and law enforcement agencies.
2. Be familiar with known criminals and their associates. Know their general behavior patterns, their hang-outs, and their modus operandi. Be alert for sources of information and cultivate them.
3. Investigate promptly and diligently all crimes assigned, utilizing all available resources. Upon receipt of the case, immediately interview the complainant, victim, and witness. When any person is interviewed or interrogated, identify himself properly before asking any questions.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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4. Keep his or her supervisor informed of the progress of their investigations and request additional instructions when further progress appears unlikely. Communicate to his supervisor any information uncovered which relates to criminal activity beyond the scope of the immediate investigation.
5. Submit a written report of his/her activities regarding assigned cases to the proper authority.
6. Follow up all cases until there is a final disposition, or the case is officially declared inactive.
7. Periodically contact the complainant or victim to apprise him or her of the state of the investigation.
8. Keep an accurate, up-to-date account of expenses incurred when on assignment. Submit the account to the proper authority for approval before presenting it for reimbursement.
9. Prepare cases for court. Carefully prepare the presentation of facts. Prepare and present those cases involving juveniles which have been fully investigated to either the juvenile court or to Diversion.
10. Report in person at the beginning of the tour of duty or at such hour as may be designated by the Criminal Division Commander.
11. See that any assigned motor vehicle is well maintained mechanically and that it is kept clean both inside and out. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required for such by current procedures. Use the call number assigned to contact headquarters. Operate the radio in line with FCC regulations and current departmental procedures.
12. Report all information received or known which may affect the safety of other members of the Department in the execution of their duties.
13. Prepare and arrange for the execution of search warrants.
14. Prepare and arrange for the execution of affidavits for arrest.
15. Prepare and arrange for the showing of photo line ups.

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16. Cover for, or act as, the Department Prosecutor as directed.
17. Prosecute cases in Court as assigned. Testify as required.
18. Present cases to the Grand Jury when directed.
19. Conduct background investigations for selection process.
20. Assist in the processing of major crime scenes.
21. Provide assistance to other officers or detectives.
22. Handle certain calls for services as directed.
23. Conduct surveillance and assist in covert operations.
24. May assist Division Commander with Internal Affairs matters and investigations.
25. Perform other such duties as may be assigned by proper authority.

### **Peripheral Duties**

Perform all the duties of the Police Prosecutor.  
Analyze and recommend improvements to equipment and facilities, as needed.  
Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Retired New Hampshire Police Officer with twenty (20) years experience as a law enforcement officer. Said experience must include some period of time investigating major crimes or offenses. Advanced training in investigation and interrogation techniques or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Certification as a New Hampshire Police Officer

Must maintain any required approvals and designations as required.

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### *Necessary Knowledge, Skills and Abilities:*

Considerable knowledge of modern police practices, techniques and methods. Thorough knowledge of the Federal and State laws, ordinances and court decisions which affect both the adult and juvenile systems. Working knowledge of the New Hampshire Criminal Code. Particular emphasis should be placed on court decisions related to arrests and evidence. Thorough knowledge of the policies, procedures and rules and regulations of the Department. Considerable knowledge of the techniques of investigation and interrogation and the use of specialized equipment such as plaster casts, cameras, body wires, finger-printing equipment, cameras, video cameras, and digital recording devices. Thorough knowledge of the City's geography. Skilled in the use of keyboard and computer. Skilled in the use of an emergency vehicle. Ability to obtain information through interview and interrogation. Ability to project a positive first impression. Ability to project confidence, self assurance, and certainty to the public. Ability to speak and write effectively. Ability to cope with stressful situations. Ability to evaluate a situation, respond correctly applying appropriate discretion/common sense. Ability to develop and maintain effective working relationships with other members, City employees, members of other law enforcement agencies, courts, and the general public. Ability to sit and stand for long periods of time. Ability to perform the essential job functions of a Police Prosecutor.

### **Supervision Received**

The incumbent receives verbal and written orders and follows standardized procedures, where applicable, as detailed in the department rules and regulations. While incumbent can usually have access to further instruction and assistance, incumbent must often exercise initiative in determining which lead to follow or to investigate further and must utilize experienced judgment in handling emergency situations. Work is reviewed through verbal communications with superiors and written reports prepared by the employee.

### **Supervision Exercised**

May be required to supervise processing of crime scenes and/or conducting initial criminal investigations and exercise supervisory authority over Patrol Personnel at said scene and/or involved in said investigation until Criminal Division supervisor takes command of scene and/or investigation. As Police Prosecutor has authority of Chief to schedule and/or cancel officers for Court appearances.

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### Responsibility for Public Contact

Many personal contacts involve the probing for information on an individual or crime and there is the constant possibility of personal contact with persons who are violent, dangerous, armed or emotionally unstable. These situations require a high degree of personal skills in tact, courtesy and firmness in obtaining the necessary information and defusing potential volatile situations.

### Licensing & Certification

Certification as a New Hampshire Police Officer  
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.. Investigative equipment including finger print lifting brushes and powders, drug field test kits, body wires, cameras, audio and video recording devices, measuring devices, plaster casts, evidence collection kits, etc..

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

**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. and Investigative equipment including finger print lifting brushes and powders, drug field test kits, body wires, cameras, audio and video recording devices, measuring devices, plaster casts, evidence collection kits, etc..

**Typical Work Environment:** Inside: 50% Outside: 50%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, investigative chemicals (fingerprint powder, drug testing kits, etc.), etc. Work is performed in a variety of settings from comfortable office setting to extreme weather conditions. The employee may take charge at the scene of more serious crimes which 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.

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## 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.: Occasionally required

CARRY 11 to 25 lbs.: Occasionally 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

PUSH/PULL: 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

### 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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**Note:** An incumbent of this position must be able to carry and use a firearm effectively and make forcible arrests if necessary.

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