

Stratham Police Department Police Officer Job Description

JOB SUMMARY: 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 Police Policy Manual. Entry-level police officers shall generally be assigned as uniformed patrol officers. Officers holding the rank of Police Officer may also be required to carry out duties and responsibilities for any of the following assignments within the department, depending on their experience and training: Prosecutor, Field Training Officer, D.A.R.E Officer, Firearms Instructor, Physical Fitness Instructor, Crime Prevention Officer, Defensive Tactics Instructor, Accident Investigation Specialist, Fleet Maintenance Officer. Other duties, functions and details as required and assigned. General police duties shall consist of, but are not limited to, a number of activities necessary to ensure the stability and safety of the community.

A Police Officer is expected to:

1. Identify criminal offenders and criminal activity and when appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
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 problems.
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.

A. GENERAL DUTIES AND RESPONSIBILITIES: The essential functions of a police officer are extremely wide and varied, but may be divided into the following broad areas of responsibility:

1. GENERAL FUNCTIONS AND RESPONSIBILITIES:

- a. Exercise authority consistent with the obligations in the Oath of Office and Law Enforcement Code of Ethics. Remain accountable to superior officers and promptly obey lawful orders.
- b. Coordinate efforts with other employees of the department so that an atmosphere of teamwork and common purpose prevails allowing maximum achievement of police objectives.
- c. Communicate to superiors and to fellow officers all information obtained, which is pertinent to the achievement of police objectives.
- d. Respond punctually to all assignments.
- e. Assist all 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.
- f. Record activity during his/her tour of duty in the manner consistent with existing policy and procedure.

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- g.** Maintain weapons and equipment in a functional and presentable condition. Report damage or loss of equipment assigned to him/her immediately as prescribed.
- h.** 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.
- i.** Confer with court prosecutors and testify in court.
- j.** Take police enforcement action, including custodial arrest, as appropriate, in cases of violations of local ordinances, state laws or other controlling statutes within the jurisdictional boundaries of the Town of Stratham Police Department.
- k.** If assigned to operate a motor vehicle:
 - 1)** Ensure that it is well maintained mechanically and that it is kept clean both inside and out.
 - 2)** Inspect the vehicle at the beginning of his/her tour of duty and report 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.
 - 3)** Ensure that any assigned vehicle is clean and that no contraband or evidence is contained herein prior to and at the end of each shift and arrest.
- l.** Keep all radio equipment in operation at all times and be thoroughly familiar with department policy concerning use of the radios.
- m.** Perform such other duties as may be assigned or required by proper authority.

2. PATROL DUTIES AND RESPONSIBILITIES:

- a.** Review activity/printouts concerning events that have taken place since his/her last tour of duty.
- b.** Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a ranking officer.
- c.** Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.
- d.** Patrol an assigned area, on foot or by vehicle, for general purposes of crime prevention and law enforcement. Police patrol should be random to prevent identifiable patterns from developing.

Police patrol includes:

- 1.** Apprehending persons violating the law or wanted by the police.
- 2.** Being thoroughly familiar with the assigned patrol area. Such familiarity includes the knowledge of residents, merchants, businesses, roads, alleyways, and paths, ect. Conditions that contribute to crime should be reported. The location of telephones and other emergency services should be noted.

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3. Complete detailed reports regarding the investigation of all crimes, vehicle accidents, and other incidents requiring police attention as assigned or required.
 4. Preserving crime scenes.
 5. Public assembly checks.
 6. Building security checks.
 7. Observing and interrogation of suspicious persons.
 8. Issue traffic citations and enforce laws relating to parking and traffic.
 9. Being alert for and reporting fires.
 10. Reporting traffic signals out-of-order, street hazards and any other conditions that endanger public safety.
 11. Checking of schools, parks, and playgrounds.
 12. Responding to any public emergency.
- e. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
 - f. Respond to situations brought to the officer's attention while in the course of patrol or when assigned by radio. Render first aid, when qualified, to persons who are ill or injured. Assist persons needing police services.
 - g. Remain within the assigned patrol area throughout the tour of duty except when a police emergency as defined by policy necessitates a temporary absence, or when a superior officer or the senior officer has issued authorization for a temporary absence.
 - h. 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.
 - i. Be alert for traffic safety conditions, which may endanger or inconvenience the public and report such conditions to proper authorities. Take measure to direct the flow of traffic in the area during periods of congestions. Officers directing traffic shall wear the prescribed traffic safety clothing and equipment as required.
- 3. INVESTIGATIVE DUTIES AND RESPONSIBILITIES:**
- a. Conduct thorough investigations of all offenses and incidents within the 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 recovering property.
 - b. Become proficient in techniques of fingerprinting, photography, and the collection, preservation, and presentation of all physical evidence.
 - c. Be accountable for the marking and proper securing of all evidence and property coming into police custody.
 - d. Conduct interviews and interrogations as appropriate to the investigation.

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- e. Prepare affidavits, warrants and court complaints as required and appropriate.

- B. ESSENTIAL KNOWLEDGE, SKILLS, AND 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; 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; the ability to establish and maintain effective working relationships with other law enforcement agencies, town employees and agencies, fellow employees, and the general public; ability to operate department equipment; knowledge of community geography and demographics; 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; ability to cope with stressful situations and confront hostile persons.

Physical capabilities sufficient to engage in confrontational arrest situations under a variety of circumstances. Physical capabilities 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.

- C. QUALIFICATIONS:** Age twenty-one (21) at time of employment, no felony convictions, high school diploma, or equivalent, U.S. citizenship and possession of a valid motor vehicle operator's license. Must possess sufficient physical abilities to perform the essential functions/duties of the position. Completion of a college degree, military duty, relevant work experience or NH Police State Certification is preferred. Ability to receive certification by New Hampshire Police Standards and Training Council within six (6) months of appointment required.

- D. DUTIES BY ASSIGNMENT:** Police officers may be given one or more of a variety of assignments and collateral duties offered within the department as previously indicated. Duties by assignment shall vary according to the position. Individuals assigned to specialized areas within the department shall be provided with the training necessary to perform within the specialized area of assignment.

E. POST APPOINTMENT TRAINING:

1. All police officers must attend or otherwise be certified by the Police Academy operated by the New Hampshire Police Standards and Training Council within a period of six (6) months from the date they were hired. This requirement may be temporarily waived for a valid reason.
2. Police officers shall receive other job related training based upon such factors as their specific assignment, seniority and particular abilities.

- F. PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:** Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions are disagreeable due to varying climatic conditions, emotional stress and exposure to hazards, which could result in total disability or even death.