

GOFFSTOWN POLICE DEPARTMENT

JOB DESCRIPTION

PATROL OFFICER

SUMMARY:

Patrol Officers shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies contained in this Manual. The Patrol Officers report directly to the Patrol Sergeants.

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.

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, and refer them to persons or agencies where they can obtain further assistance.
9. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into custody.
10. Counsel juveniles and adults when necessary.
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. 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, 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.

d. Preserving any crime scene until an Officer-in-Charge or Detective 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.

l. 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 on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when a 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. Inspect all seating areas of the vehicle at the beginning and end of each shift as well as after transporting suspects or arrestees for contraband or damage to such areas.
- d. 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.
- e. Use only vehicles assigned by the Officer-in-Charge.
- f. Use his or her assigned call number to contact headquarters.
- g. Operate the radio in keeping with FCC regulations and current departmental procedures.
- h. 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 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. 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 Communications 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, Detective, Accident Investigation Specialist, Field Training Officer, Evidence Officer, Mountain Bike Officer, Motorcycle Officer, DARE Officer, or School Resource Officer.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Federal, State Laws and Town 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 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.
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 mentally impaired 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.

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 Associate's Degree, military service, or an equivalent

combination of work experience and credits is preferred and desirable, but not required. Must possess a valid NH driver's 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. Must successfully obtain NH Police Standards and Training Council certification as a police officer, within 12 months of the date of hire.

COGNITIVE AND SENSORY REQUIREMENTS:

- Talking:** Continuously on the radio and to the public.
- Hearing:** Continuously on the radio and to the public.
- Sight:** Continuously to be vigilant and observe crime.
- Tasting:** Not required.
- Smelling:** Necessary for public safety during each shift.

SPECIAL VOCATIONAL PREPARATION REQUIREMENT(S):

- | | | |
|---|-----------------------|------------------|
| 1. Short Demonstration only | 4. 91-180 days | 7. 2-4 years |
| 2. Beyond short demo up to & including 30 days. | 5. 181 days to 1 year | 8. 4-10 years |
| 3. 30-90 days | 6. 1-2 years | 9. Over 10 years |

Licensure/Certification Requirements: Certified Police Officer with the State of New Hampshire. Valid Driver's License.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

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

- CARRY up to 10 lbs.:** Frequently
- CARRY 11-25 lbs.:** Frequently
- CARRY 26-50 lbs.:** Occasionally
- CARRY OVER 50 lbs.:** Rarely

OTHER PHYSICAL CONSIDERATIONS

- Twisting:** Frequently
- Bending:** Occasionally
- Crawling:** Rarely
- Squatting:** Occasionally
- Kneeling:** Occasionally
- Crouching:** Occasionally
- Climbing:** Occasionally
- Balancing:** Occasionally

- REACH above shoulder height:** Occasionally
- REACH at shoulder height:** Frequently
- REACH below shoulder height:** Frequently
- PUSH/PULL:** Frequently

WORK SURFACE(S)

Emergency vehicle, standard office environment, vinyl flooring, carpeting, desks, counter, traffic, roadway

HAND MANIPULATION:

- Grasping:** Frequently
- Handling:** Frequently
- Torquing:** Occasionally
- Fingering:** Frequently

DURING A WORK DAY,

EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
Sit	6 hrs	12 hrs
Stand	3 hr	12 hrs
Walk	3hr	12 hrs

Controls & Equipment: computers, printers, telephone, fax, calculator, copy machine, emergency vehicle, radar, firearm, handcuffs, expandable baton, oleoresin capsicum spray, Kevlar vest, cameras, basic medical equipment, portable and mobile radios.

Summary of Occupational Exposures: Some exposure to copier toners and natural office exposures, firing range, oleoresin capsicum, evidence processing chemicals, fingerprinting ink, vehicle fluid, fire extinguisher, bodily fluids, airborne exposures.

Other Consideration and Requirements:

This is a somewhat sedentary position when in the office, but constantly changes while on the road. Climate variables from residence to residence, day to day.

REPORTS

DAILY – Police Daily Activity Log

GPD revised 2013, Nov 2008
GPD revised 1996