

**Town of Derry, New Hampshire
Position Description**

Position Title: **Patrol Officer**

Department: Police

Reports To: Police Sergeant

Date: August 2024

Compensation: DPPA Wage Schedule

GENERAL SUMMARY:

Under general supervision of Police Sergeant, responsible for maintaining effective law enforcement, public peace and order, protecting life and property, preventing crimes, and controlling traffic and safety. Enforces Federal laws, State laws, and Town ordinances.

ESSENTIAL JOB FUNCTIONS:*

- Maintains a high degree of visibility in areas assigned to patrol to deter law breakers and/or those inclined to disturb the peace.
- Responds to calls for motor vehicle and other accidents or natural disasters, rendering medical assistance, obtaining facts and names of witnesses, and maintaining control of onlookers to assure efficient passage for persons engaged in the solution of the problem.
- Renders services as required in a variety of situations such as lost children, lockouts, answering alarms, providing escorts, and other basic assistance calls.
- Watches for dangerous and/or hazardous conditions or situations and rectifies them or contacts appropriate agency to do so.
- Investigates calls of possible criminal activity reported to the department.
- Makes arrests and/or issues complaints where there is sufficient cause; appears in court as required.
- May appear on the Town's behalf in court matters relating to investigation and prosecution of crimes. Must be able to effectively testify in a court of law.
- Maintains confidentiality concerning criminal histories and sensitive issues.
- May provide field training for new officers.
- Performs educational and public relations activities including speaking to schools and civic groups; represents Town on various local and State committees.
- Must meet other such requirements as may be set forth by the Chief of Police or their designee.

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintains responsive community relations.
- Performs other related duties as required.

SKILLS / EXPERIENCE / TRAINING REQUIRED:

- Graduate from high school or must have GED.

- Must successfully complete training at the NH Police Standards and Training Academy.
- Must possess a valid driver's license and appropriate police officer certifications required during career tenure.
- Knowledge of Federal, State, and criminal statutes on which charges and arrests are executed.
- Knowledge of police rules and regulations and standard operating procedures.
- Knowledge of the geography of the Town and location of important buildings.
- Ability to handle sensitive public contacts and to deal tactfully and courteously with the public.
- Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to understand and carry out oral and written instructions and prepare clear, comprehensive reports.
- Ability to apply techniques of self-defense and use necessary force to apprehend and restrain violent or hostile individuals.
- Ability to establish and maintain effective working relations with others.
- Skill in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS / PHYSICAL DEMANDS:

- Frequent periods spent in non-office environments, including retail and service establishments, private homes, Town property and facilities, roads, public areas, etc.
- May use necessary force to apprehend and restrain violent or hostile individuals up to and including the use of Deadly Force.
- Regular periods of outside work, subject to all weather conditions and extremes.
- Frequent periods spent standing and walking; occasional requirement to climb or sustain uncomfortable physical conditions.
- Occasional exposure to situations requiring exercise of proper safety precautions.
- Light lifting and carrying of work materials, including files, equipment, and other testing devices.
- Work is subject to regular interruptions to handle emergency situations.
- Regular operation of a police vehicle during the day and night, which may require emergency situations involving operating at speeds in excess of the posted speed limit, in congested traffic, and on unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow. Includes frequent entering and exiting of vehicle.
- May be subject to personal hostility and the potential exists for sustaining serious bodily harm or possibly death in the performance of duties.
- Use of computer keyboard in office and/or mobile environments requiring eye-hand coordination and finger dexterity.

- Work schedule may include shift work which could consist of working weekends, holidays, as well as working a variety of different hours within a 24-hour period.
- In emergency situations, off duty Officers may be required to report (called in) to work.

SPECIAL JOB ASSIGNMENTS:

1. **Canine Officer** - Under the general supervision of their immediate supervisor (Sergeant/ Lieutenant). In addition, the Canine Unit is established to provide a highly trained team (dog and handler) to assist in all aspects of police work.
 - Fulfills all the Essential Job Functions of Patrol Officer and the additional job functions listed below:
 - Tracks or locates missing persons (civilian or criminal).
 - Performs preventative patrol of high crime areas as directed or assigned.
 - Performs crowd control functions, as required.
 - Assists Patrol Officers in conducting searches of buildings, detention, and apprehension of criminals.
 - Participates in specific Community Policing activities as assigned.
 - Cares for the assigned canine and maintains all related equipment in a ready condition.
 - Responds to serious or violent crimes in progress.
 - Records deployment data and completes all reporting requirements.
 - Additional skills, experience, and training that are required but not outlined in the Patrol Officer's Skills/Experience/Training Required section are listed below:
 - Must have been a Police Officer for the Town of Derry for a minimum of three (3) consecutive years.
 - Must be willing to serve as Canine Patrol Officer for a minimum of four (4) consecutive years and sign a contract agreement.
 - Must possess a high level of self-motivation.
 - Additional working conditions not outlined in the Police Sergeant's Working Conditions/ Physical Demands section include:
 - Must satisfactorily pass the entry level NHPSTC physical fitness test and maintain a level of physical conditioning and fitness. In addition, must pass the NHPSTC entry level physical fitness test annually while assigned to the Unit.
2. **Community Relations Officer** - Under the general supervision of the Administrative Services Bureau Supervisor, the Community Relations Officer is principally assigned to focus on community relations including programs directed towards youth and senior citizens. The majority of duties are centered on the promotion and development of specific community programs and activities designed to strengthen the Derry Police Department's ability to protect life and property, prevent crime, apprehend criminals, and enforce laws and ordinances. A significant portion of time will involve public contact where discretion and tact are to be conscientiously exercised. Assignment and instructions will be received in general terms from the Administrative Services Bureau Supervisor or their designee who will

review work methods and results through reports, observations, and discussion. The Community Relations Officer may be assigned to any other duties as needed.

- Fulfills all the Essential Job Functions of Patrol Officer and the additional job functions listed below:
 - Must be exercise independent judgment in meeting both routine and complex situations and act without direct supervision.
 - Serve as a public liaison with the Derry Schools; teaches students about the role of a police officer, safety measures, crime prevention, and the dangers of drug and substance abuse; works to foster a strong police/school relations by working closely and cooperating with school administrators, teachers, and counselors.
 - Develops special programs designed to inform youths about dangers in areas such as: bicycle safety, Halloween safety, contact with strangers, sexual contact, drugs and alcohol, and related issues. Provides instruction and advice in these areas, or arranges for counselors, instructors, or others with expertise in the specific subject to address youths and assist them with their problems, questions, and concerns.
 - Develops, promotes, and instructs in other safety and crime prevention programs for residential, commercial, and industrial occupancies; neighborhood watches; security surveys of building; talks and demonstrations to business and civic groups about burglary prevention, forgery alerts, and similar concerns.
 - Develops programs in prevention and awareness of sexual assault and related issues for both adults and youth; works cooperatively with community counselors and agencies to increase awareness and sensitivity to these problems.
 - Works with senior citizens on programs targeted to their needs such as: security at home and while out in the community; assistance in the event of a medical emergency, etc.
 - Promotes the police department's presence as a crime prevention and service agency in the community by frequent and consistent contacts with a wide variety of community-based institutions, civic groups, business leaders, educators, the media and general public; strives to develop tailored programs to meet their particular needs for crime prevention on higher levels of safety and security in their neighborhoods, businesses, or activities, and other duties as assigned.
 - Makes effective and forceful public presentations to a wide variety of groups.
- Additional working conditions not outlined in the Patrol Officer working conditions and physical demands include:
 - Normal office environment, not normally subject to extreme temperature, noise, odors, etc.
 - Occasional periods of outside work, subject to all weather conditions and extremes.
 - May spend extended periods at a computer, on the telephone, or operating other office machines, requiring eye-hand and finger dexterity.
- 3. **Detective** – Under the general supervision of Detective Supervisor, responsible for the investigation, documentation, collection, and preservation of evidence from criminal investigations.
 - Fulfills all the Essential Job Functions of Patrol Officer and the additional job functions listed below:

- Maintains proficiency in all department related equipment including the techniques of fingerprinting, photography, and the collection, preservation, and presentation of physical evidence.
- Investigates criminal activity; assists with investigations and documents evidence of motor vehicle accidents; identifies, collects, and preserves evidence of criminal and motor vehicle investigations.
- Processes evidence collected in investigations.
- Identifies, interviews, and interrogates victims, witnesses, and suspects.
- Prepares cases for court; prepares and submits reports of activities.
- Prepares for cases including surveillance, controlled and undercover buys, search warrant preparation and execution, evidence collection, arrests, report writing, and testimony.
- Prepares all drug-related forfeiture documentation and communications; prepares financial assistance requests to the New Hampshire Attorney General's Office for complex and high cost drug investigations.
- Provides assistance and cooperation with departments and agencies in other jurisdictions.
- Additional skills, experience, and training that are required but not outlined in the Patrol Officer's Skills/Experience/Training Required section are listed below:
 - Requires knowledge of basic police department operations and must have work experience as a Derry Patrol Officer.
 - Ability to apply deductive reasoning to an analysis of a criminal act or a sequence of acts, and to pursue vigorously and independently various investigative avenues to ascertain further information, collect data, and apprehend suspects.
- Additional working conditions not outlined in the Police Sergeant's Working Conditions/ Physical Demands section include:
 - Normal office environment, not normally subject to extreme temperature, noise, odors, etc.
 - Frequent periods of outside work, subject to all weather conditions and extremes.
 - May spend extended periods at a computer, on the telephone, or operating other office machines, requiring eye-hand and finger dexterity.
 - May be frequently required to respond (call-in) to work while off duty.
- 4. **House Officer** – Under the general supervision of the Shift Commander/Supervisor, fulfills all the Essential Job Functions of Patrol Officer and the additional job functions listed below:
 - Greets, refers, and directs general public to appropriate personnel or department.
 - Answers incoming calls, determines purpose of calls, and forwards calls to appropriate personnel or department.
 - Occasionally required to perform the duties of police dispatcher as outlined in the Town of Derry Job Description for Dispatcher.
 - Investigates criminal complaints that are reported in person at Police Headquarters.
 - Responsible for assisting victims in obtaining Emergency Temporary Orders of Protection.

- Responsible for processing prisoners in accordance with current department policies and procedures.
 - Takes charge of the cell block area and is responsible for the custodial care of the prisoners.
 - Accompanies visitors to the visitation area and remains in constant attendance in the cell block area during such visits.
 - Responsible for ensuring the booking area and cell block are properly stocked with the necessary supplies (i.e., toilet paper, blankets, paperwork, fingerprint cards, silica gel tubes).
 - Responsible for reporting any cell block damage or safety issues to the Shift Commander/Supervisor.
 - Additional working conditions not outlined in the Patrol Officer working conditions and physical demands include:
 - Normal office environment, not normally subject to extreme temperature, noise, odors, etc.
 - Occasional periods of outside work, subject to all weather conditions and extremes.
 - May spend extended periods at a computer, on the telephone, or operating other office machines, requiring eye-hand and finger dexterity.
5. **School Resource Officer** –Under the general supervision of the Patrol Supervisor . The SRO shall abide by school policies and shall consult with and coordinate activities through the school administration but is responsible to the Derry Police Department chain of command.
- Fulfills all the Essential Job Functions of Patrol Officer and the additional job functions listed below:
 - Attends department roll calls to facilitate the exchange of information between the SRO and other department staff.
 - Endeavors to maintain a work schedule that is consistent with that of the school calendar.
 - Assists school administration and facility in formulating criminal justice programs.
 - Formulates education crime prevention programs to reduce the opportunity for crimes against persons and property in the schools.
 - Participates in campus activities, student organizations, and athletic events when invited and feasible.
 - Remains aware at all times of the responsibility to improve the image of the law enforcement officer in the eyes of the students and the community.
 - Investigates criminal activity committed on school property.
 - Counsels students in specific situations when requested by the principal or the principal's designee, or by the parents of the students.
 - Assists other law enforcement officers and agencies with investigations concerning students attending the school(s) to which the SRO is assigned.
 - Encourages individual and small group discussions about law enforcement related matters with students, faculty, and parents.
 - Refrains completely from functioning as a school disciplinarian. The SRO is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.

- Abides by school board policies and shall consult with and coordinate activities through the school principal or headmaster but shall remain fully responsive to the chain of command of the Derry Police Department.
- Develops expertise in presenting various subjects such as understanding the laws, the police officers, and the police mission.
- Participates in conferences with students, parents, faculty members to assist them with problems of a law enforcement or crime prevention nature. (Nothing herein requires that confidential information obtained be disclosed.)
- Serves as a member of the school student services committee and will be familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.
- Confers with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
- Takes law enforcement action as necessary and notifies the principal of the school as soon as possible; whenever practicable, advises the principal before requesting additional enforcement assistance on campus and undertakes all additional law enforcement responsibilities at the principal's discretion.
- Reaffirms their roles as law enforcement officers by wearing their uniform, unless doing so would be inappropriate for scheduled school activities. (The uniform will also be worn at events where it will enhance the image of the officers and their ability to perform their duties.)
- Files reports and maintains statistics as required by the Derry Police Department.
- Additional skills, experience, and training that are required but not outlined in the Patrol Officer's Skills/Experience/Training Required section are listed below:
 - Must have been a Police Officer for a minimum of three (3) consecutive years.
 - Should have a service record or prior experience which reflects work with youth.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Approved by Town Administrator:
