



Town of Alton Job Description Police Department Patrol Officer

Date: December 22, 2016

General Position Description: Perform responsible police work involving the protection and safety of the community through the prevention of crime, preserving peace, regulating traffic, providing emergency services, and performing related duties as required. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: This position reports directly to the on-duty supervisor. In the event of his/her absence, the organizational chain of command shall be followed.

Equipment Used: Police cruiser, motorcycle, and boat; two-way radio, emergency lights & siren, mobile data terminal, and in-car video system; traffic radar/lidar devices; pistol, rifle, and shotgun; electronic control device; expandable baton; handcuffs & restraints; oleoresin capsicum (OC) spray; flashlights; Intoxilyzer 5000 and portable breath test devices; evidence collection equipment including fingerprint powder, digital cameras, audio recorders, etc.; office equipment including computers, printers, copiers/scanners, fax machines, telephones, etc.; automated external defibrillator (AED); thermal imager.

Environment: Inside: 20% Outside: 20% In vehicle: 60%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Fairly and impartially enforce federal, state, and local laws, ordinances, and administrative regulations.
2. Conduct high visibility patrol by car, motorcycle, boat, or on foot in order to preserve the peace, to discourage crime, and to protect life and property.
3. Apprehend and arrest offenders for violating the law.
4. Check businesses and residential areas for signs of criminal activity or hazards to public safety and take appropriate remedial action.
5. Respond to emergency and non-emergency calls for service, including but not limited to domestic disturbances, traffic crashes, burglaries, untimely deaths, animal complaints, road hazards, civil complaints, neighbor disputes, etc.
6. Direct traffic and maintain crowd control during special events and emergency situations.
7. Remain calm and use good judgment under extraordinary fear and stress.
8. Drive automobiles, motorcycles, or boats safely at high rates of speed and under adverse conditions.
9. Conduct thorough investigation of various crimes, traffic crashes, unattended deaths, etc., to include identifying, collecting, preserving, processing, and logging evidence; locating and interviewing victims and witnesses; and identifying and interrogating suspects.
10. Establish and preserve good relations with the general public by answering questions of concern to enhance the public's understanding of police activities and to assist those needing help.
11. Assist in the resolution of civil disputes and disturbances.
12. Cooperate with other law enforcement agencies requesting mutual aid for criminal offenses or other related requests.
13. Initiate and complete police reports, legal documents, and other required paperwork to properly document incidents, arrests, accidents, and any other unusual event in a timely and proficient manner.

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14. Testify in courts and hearings; prepare and present case evidence and information.
15. Maintain a good working knowledge of Constitutional law, state statutes, local ordinances, and department general orders and procedures to effectively perform required tasks and responsibilities.
16. Attend regular and elective training to enhance law enforcement skills including but not limited to firearms proficiency, response to resistance, investigative skills, first aid, law enforcement procedures, police equipment, and other related subjects.
17. Perform other duties as specified.

Support: Patrol supervisors, operations commander, and the Chief of Police are available to guide, instruct, and mentor patrol officers

Computer Operation: IMC RMS & CAD for data entry & retrieval; State Police Online Telecommunications System (SPOTS); MS Office – Word, Excel, PowerPoint, Outlook; internet search engines; various audio/video programs

Cognitive and Sensory Requirements:

- **Vision:** Must have binocular vision and near vision of not worse than 20/40 corrected binocular. Corrected distance vision shall be at least 20/30 in the weaker eye and shall be for both eyes together; must have sufficient color vision to distinguish colors of vehicles, articles of clothing, color of wires on explosive devices, etc.; must have sufficient night vision to drive a vehicle safely at high speed or fire a weapon in dim light conditions; must see well enough to shoot a firearm accurately if glasses or contacts become dislodged during a struggle.
- **Hearing:** Must have unaided hearing in both ears sufficient to perform essential tasks without posing a direct threat to themselves or others; must have no average loss of 25 or more decibels at the 500, 1000, 2000, and 3000 Hertz (Hz) levels in either ear with no single frequency loss in excess of 40.; must be able to listen to instructions and orders, whether in person and over a police radio, despite background noise; listening to statements, questions, and other dialogue with the public, employees, or supervisors.
- **Speaking:** Necessary for communicating with employees, residents, motorists, and the general public; necessary for giving verbal commands to control and deescalate volatile situations; necessary for testifying in court or administrative proceedings.
- **Taste and Smell:** Necessary for detecting fumes and gases; the detection and identification of criminal activity (e.g. controlled drugs, alcoholic beverages, accelerants, etc.)
- **Dexterity:** Necessary for operating required equipment, handwriting, and computer keyboard operations, etc.; necessary to carry, load/reload, maintain and accurately discharge firearms and other defensive weapons
- **Mobility:** Must be able to stand, walk, and run, at times for a considerable distance and/or time, in both indoor and outdoor settings; must be physically able to subdue resisting individuals, including larger, stronger subjects or multiple aggressors.

Physical Requirements: Must maintain good physical fitness to perform essential functions of the job.

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

Carry over 50 pounds: rarely required. Assistance may be available.

Balancing: rarely required.

Push/pull: occasionally required.

Reach above shoulder height: frequently required.

Reach at shoulder height: constantly required.

Reach below shoulder height: frequently required.

Sit: six plus hours per day.

Stand: two plus hours per day.

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Walk: two plus hours per day.

Twisting: occasionally required.

Bending: frequently required.

Crawling: rarely required.

Squatting: rarely required.

Kneeling: rarely required.

Crouching: rarely required.

Climbing: occasionally required.

Driving: constantly required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc):

- Grasping: constantly required.
- Handling: constantly required.
- Torqueing: occasionally required.
- Fingering: frequently required. Keyboards, vehicle controls, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals, walking on diverse terrain, etc.
- Toes: never required.
- Controls and equipment: Hand and power tools, light and heavy equipment, motor vehicles, office equipment, telephone, etc.

Work Surfaces

- Rough, wet, slippery terrain
- Concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, trails, woods, moss covered logs, sand, beaches, rocks, ledges, etc.
- Office area includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Rough, harsh, slippery, dangerous, wooded, flooded, uneven ground surfaces and/or areas
- Grass, dirt, gravel, mud
- Rain, snow, sleet, hail, ice and flooded areas and surfaces
- Vertical and horizontal step surfaces

Summary of Occupational Exposures:

- May be exposed to blood borne pathogens, vomit, feces, and urine.
- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Most work occurs outside of the office setting.
- Frequent travel in a motor vehicle is required.
- Occasionally, home visits may involve temporary exposure to uninhabitable conditions.
- When in the office may be exposed to periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Other Training, Skills and Experience Requirements:

- Ability to cope with situations firmly, courteously, tactfully, and with the respect for the rights of others.
- Ability to analyze situations quickly and objectively, while being able to determine the proper course of action to be taken.
- Ability to understand and carry out oral and written instruction.
- Ability to understand and speak effectively.
- Ability to develop skills in the use and care of firearms.

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- Good general intelligence and emotional stability.
- Willingness to cooperate with public officials and other police officers.
- Willingness to learn and increase skills in police work.
- Must pass a firearms qualification course and response to resistance training on a yearly basis
- Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Must obtain and maintain police officer certification through the New Hampshire Police Standards & Training Council.
- Must possess a valid driver's license.
- Officers hired after January 1, 2001 must pass a medical exam and physical fitness test every 3 years
- The fitness test includes a 1½ mile run, pushups, and sit ups
- Must meet or exceed the 35th percentile standards of the Cooper Aerobics Institute
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Special Requirements:

- Must be a U.S citizen and a minimum of 18 years of age.
- High school graduate or GED equivalent
- Successfully pass a background investigation, polygraph, psychological evaluation, written test, oral interview, and a medical examination.

Schedule: Required to work various shifts, including evenings, overnights, weekends, and holidays. May be subject to off-duty call-ins due to manning issues or emergency situations.