

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

Position Title: **Patrol Officer**

Department: Police

Reports To: Police Sergeant

Date: October 1999

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 and State laws and Town ordinances.

ESSENTIAL JOB FUNCTIONS:*

- Maintains a high degree of visibility in areas assigned to patrol in order to deter law breakers and/or those inclined to disturb 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 solution of 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.
- Maintains confidentiality concerning criminal histories and sensitive issues.
- Provides field training for new officers.
- Performs educational and public relation activities including speaking to schools and civic groups; represents Town on various local and State committees.

OTHER DUTIES AND RESPONSIBILITIES:

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

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

***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.**

SKILLS/EXPERIENCE / TRAINING REQUIRED:

- * Graduate from high school or must have GED.
- * Must successfully complete training at the New Hampshire Police Standards and Training Academy.
- * Valid motor vehicle operator'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.

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.
- Regular periods spent outside, requiring exposure to weather conditions.
- 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.
- Travel by cruiser within Town and to neighboring towns is required.
- May be subject to personal hostility and the potential exists for sustaining serious bodily harm or possibly death in the performance of duties.
- May use computer keyboard requiring eye-hand coordination and finger dexterity.

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.