

Marlborough Police Department

Marlborough, New Hampshire

JOB DESCRIPTION: POLICE OFFICER

Job Summary:

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and General Orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in court proceedings.
- b. Reduce the opportunities for the commission of crime through preventative patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify problems that are potentially serious law enforcement or government problems.
- f. Create and maintain a sense of security in the community.
- g. Promote and preserve the peace.
- h. Provide other emergency services. The police officer position is non-supervisory. Police officer duties are performed on an assigned shift under the general guidance of the Police Chief or Sergeant.

Example of Duties:

- a. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate commands.
- b. Coordinate efforts with other members of the department so that teamwork may ensure continuity of purpose and 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. Acquire and record information concerning events that have taken place since the last tour of duty.
- f. Record activity during tour of duty in the manner prescribed by proper authority.
- g. Maintain weapons and equipment in a functional, presentable condition.
- h. Assists 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.
- i. Be accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
- j. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to person or agencies where they can obtain further assistance.
- k. Preserve the peace at public gatherings, neighborhood disputes, and family quarrels.
- l. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confer with the court prosecutors and testify in court.
- n. Accomplish other general duties as they are assigned by the Chief of Police.
- o. Cooperates with the efforts of other law enforcement agencies.

Specific Duties and Responsibilities:

- a. Patrol the Town for general purpose of crime prevention and law enforcement. Patrol includes:
 - 1. Being thoroughly familiar with the town. Such familiarity includes knowledge of residents, business owners, roads, etc . . . Conditions that contribute to crime should be observed and reported.
 - 2. Apprehending persons violating the law or wanted by police.
 - 3. Completing detailed reports on all crimes, vehicle accidents, and other incidents requiring police attention. In cases where an arrest is made, an investigation report.
 - 4. Preserving and investigating any serious crime scene.
 - 5. Public assembly checks.

6. Building security checks.
 7. Observing and interrogating suspicious persons.
 8. Issuing traffic summons and warnings.
 9. Being alert for unusual or suspicious activity.
 10. Reporting street light outages or other road hazards to the proper authority.
 11. Monitoring school grounds and activity.
 12. Responding to any and all public emergencies.
- b. Conduct a thorough investigation of all offenses and incidents within the Town. Collect evidence and record data which will aid in identification, apprehension and prosecution of offenders, as well as recovery of property.
 - c. Be alert to the development of conditions tending to cause crime and indicative of criminal activity. Take preventative action to correct such conditions, and inform superiors as soon as the situations permit.
 - d. 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. Assist persons needing police services.
 - e. Remain on assigned patrol throughout the entire patrol unless assigned differently or if the situation calls for another activity.
 - f. Patrol area giving particular attention to those areas that are crime problems or present strong activity levels. Patrols are to be random in nature and content.
 - g. Be alert for hazard, situations, and conditions that would endanger or hinder the public in the normal course of business.
 - h. Keep radio equipment in operation at all times and be thoroughly familiar with department policy governing the use of the radio.
 - i. Take appropriate measures to ensure the flow of traffic when conditions warrant.
 - j. Notify the Chief of Police if a leave is necessary during the tour of duty.

Specific Duties and Responsibilities – Traffic Control

- a. 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.
- b. Enforce the parking ordinances and motor vehicles laws in the town.
- c. Be alert for traffic safety conditions that might endanger or inconvenience the public.

- d. Respond immediately when called to render assistance when necessary.
- e. Wear the prescribed safety clothes and equipment.

Knowledge, Skills and Abilities:

Some knowledge of philosophy, objectives and practices of counseling, particularly as related to juveniles: some knowledge of the fundamental principals of adolescent psychology: some knowledge of police investigative techniques and techniques of identification: general knowledge of rules of evidence and the law of search and seizure: ability to deal effectively with juveniles and adults: ability to analyze evidence: ability to interview and question skillfully: ability to organize and prepare clear and concise reports: ability to prosecute cases at the District Court level: skill in the use and care of a firearm: skill as a public speaker: ability to establish working relationships with juveniles, parents, school officials, fellow workers, and the public.

Education and Experience:

High school degree, valid N.H. driver's license, responsible work history, ability to attain the required N.H. police certification within one year of employment.