

## **Town of Allenstown Job Description Police Officer**

**General Position Description:** Performs highly responsible and visible work in law enforcement to preserve the peace, protect persons and property in the community, and enforce federal and state laws, and local ordinances and by-laws

**Hiring Authority:** Police officers are hired by the Select Board, pursuant to RSA 105:1, and may be removed by the select board pursuant to RSA 41:48.

**Accountability:** Sergeant, Lieutenant, Chief of Police.

**Equipment Used:** Motor vehicles, OHRVs, bicycles, electronic equipment, computer, typewriter, telephone, copy and fax machines, firearms, restraint and control equipment, and test equipment.

- Position requires employee to perform routine and emergency daily duties while wearing a uniform and/or protective clothing to include facial/head worn protective masks (SAPR, SCBA, etc.) soft body armor where assigned, and duty belt with police equipment weighting several pounds.
- Must be able to properly and effectively wear or use personal protective equipment, including that to prevent exposure to chemical, biological, or radiological agents.
- Must be able to wear personal protective equipment weighting approximately 30 pounds while performing emergency tasks.
- Must be able to perform physically demanding work while wearing a protective mask which increases the resistance of inhalation and reduces the efficiency of air exchange.
- Must be able to use manual and power tools in the performance of duties

**Environment:** Inside: 20%                      Outside: 80%

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

1. Patrol the community, and interpret, apply, and enforce federal and state laws, and local ordinances to preserve the peace and protect persons and property.
2. Operate both as a member of a team and independently at incidents of uncertain duration.
3. Effectively render aid to the public in routine and emergency situations.
4. Perform complex tasks during life threatening emergencies.
5. Conduct complete and accurate investigations and prepare reports of the results.
6. Prepare and present cases before courts.
7. Establish and maintain necessary and appropriate records of activities.
8. Maintain effective work relationships with other employees, private and public organizations, the public and be able to perform general community policing functions.
9. Maintain confidentiality of department information.
10. Attend to many items simultaneously, and/or in sequence.
11. Familiar with and executes safe work procedures associated with assigned work.
12. Performs other related duties as required.
13. Must be able to operate both as a member of a team and independently at incidents of uncertain duration.
14. Must be able to make life or death decisions during emergency conditions.
15. Must be able to perform the duties of an Animal Control Officer.

**Financial Data:** None.

**Computer Operation:** Computer skills, to include without limitation, MS Excel, Word, Outlook any specific assessing software and tax collection software.

**Other Functions:** A high degree of independent decision making is required with minimal supervision. Excellent communication skills to include verbal, written and telephone.

**Cognitive and Sensory Requirements:**

**Vision:** Necessary for visual operation in all aspects of the position such as equipment use, paperwork, observing safety of co-workers, public, etc.

**Hearing:** Necessary for receiving instructions, listening to questions from the public, answering the telephone, taking minutes at meetings.

**Speaking:** Necessary for communicating with employees, residents, and the general public.

**Dexterity:** Necessary for operating equipment, handwriting, and computer keyboard operations, etc.

**Mobility:** Needed to walk around the Town Hall and elsewhere for other duties such as banking, errands, etc.

- Must be able to maintain the mental alertness, deductive, and inductive reasoning, memory and reliable judgment necessary to perform all essential functions without posing a direct threat to yourself or others.
- Must possess acuity of senses and ability of expression sufficient to allow essential, accurate communication by written, spoken, audible, visible, or other signals, while using required personal protective or other equipment (See NH Police Standards and Training Council Administrative Rules Chapter 1, Sections 1.0 Eyes and Vision, 2.0 Ears and Hearing and 3.0 Nose, Throat and Mouth).
- Must be stable with regard to consciousness and the control of voluntary motor functions and have the functional capacity to respond appropriately to routine and emergency situations.
- Must be able to perform complex tasks during life-threatening emergencies.
- May be required to work for long periods of time, requiring sustained physical activity and intense concentration.
- Must demonstrate the ability to speak, read, write, and understand English sufficiently to execute job requirements.
- Must be able to rely on sense of sight (NHPSTC Administrative Rules Chapter 1 Section 1.0), hearing (NHPSTC Administrative Rules Chapter 1 Section 2.0), smell (NHPSTC Administrative Rules Chapter 1 Section 3.0), and touch to help determine the nature of the emergency; maintain personal safety; and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.
- Must be able to identify colors and read placards and street signs or see and respond to imminently hazardous situations in less than standard visual lighting conditions according to the standards set forth in NH Police Standards and Training Council Administrative Rules Chapter 1, Section 1.0 Eyes and Vision.
- Must be able to temporarily perform minimum required duties in the event eyeglasses are broken or displaced by emergency activity (see NHPSTC Administrative Rules Chapter 1 Section 1.0 Eyes and Vision).
- Must be able to smell smoke and other odors that might indicate hazardous conditions (see NHPSTC Administrative Rules Chapter 1 Section 3.0 Nose, Throat and Mouth).
- Must be able to verbally communicate effectively under noisy circumstances with a potential for voice obstruction by personal protective equipment (see NHPSTC Administrative Rules Chapter 1 Section 2.0 Ears and Hearing).
- Must be able to distinguish low intensity voice sounds from background noise in order to respond to imminently hazardous situations (see NHPSTC Administrative Rules Chapter 1 Section 2.0 Ears and Hearing).
- Must be able to judge distances closer than 13 feet demonstrated (depth perception) either by testing for normal stereopsis or demonstrated adequate performance in pistol marksmanship.

**Physical Requirements:**

The nature of the position required employee to be in, and maintain sound physical conditioning in accordance with department policy and Police Standards and Training Council rules.

- A medical screening/examination is required in accordance with NH Police Standards and Training Council Administrative Rules Chapter 1.
- Make rapid transition from rest to near maximal exertion without warm-up periods.
- Must be able to pass an annual physical agility test to standards set forth in NH Police Standards and Training Council Administrative Rules 404.07, and maintain a level of fitness so as to perform physically demanding and occasionally arduous tasks in the performance of your duties as are expected in a law enforcement first responder environment.
- Must possess motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity adequate to perform essential functions under all required, routine and emergency duties.
- Must be able to make rapid transitions from rest to near maximum exertion without warm-up periods.
- Must be free from frequent episodes of pain or inability to perform work or sudden incapacitation.
- Must be able to maintain balance under adverse conditions, weight loads, and at above ground height, and maintain body flexibility
- Must be able to operated in environments of high noise, poor visibility, limited mobility, aboveground heights, and in closed or confined spaces (See NH Police Standards and Training Council Administrative Rules Chapter 1 Section 1.0 Eyes and Vision, 2.0 Ears and Hearing and 3.0 Nose, Throat and Mouth).
- Must be able to patrol an area on foot and/or in a vehicle, detain/apprehend a subject, direct traffic, perform crowd control.

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.

Push/pull: frequently required.

Reach above shoulder height: frequently required.

Reach at shoulder height: frequently required.

Reach below shoulder height: frequently required.

Sit: one hour per day.

Stand: six plus hours per day.

Walk: four 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.

Balancing: frequently required.

**Specific Vocational Preparation Requirement(s):**

- \_\_\_\_\_ 1. Short demonstration only.
- \_\_\_\_\_ 2. Any beyond short demonstration up to and including 30 days.
- \_\_\_\_\_ 3. 30 to 90 days.
- \_\_\_\_xxx 4. 91 to 180 days.

- \_\_\_\_\_ 5. 181 days to 1 year.
- \_\_\_\_\_ 6. 1 to 2 years.
- \_\_\_\_\_ 7. 2 to 4 years.
- \_\_\_\_\_ 8. 4 to 10 years.
- \_\_\_\_\_ 9. Over 10 years.

**Hand Manipulation:**

Grasping: constantly required.

Handling: constantly required.

Fingering: frequently required.

Controls and equipment: office equipment, motor vehicles, and telephone.

**Work Surfaces:**

Standard office desk and chair. Motor vehicles. Rough, wet, slippery terrain and surfaces. All surfaces are at various heights.

**Summary of Occupational Exposures:**

- Be exposed to grotesque sights and smells associated with major trauma.
- Work in environments with a variety of adverse conditions, such as heat, cold, wet, slippery, noisy, etc
- Must be able to spend extensive time outside exposed to the elements.
- Must be able to tolerate environmental extremes while performing duties.
- Must be able to perform physically demanding work in hot and humid (up to 100% humidity) atmosphere while wearing duty equipment and/or personal protective equipment, which may significantly impair body-cooling mechanisms.
- May experience frequent transition from hot to cold and from humid to dry atmospheres.
- Must be able to work (including walking, standing, pulling, and pushing) in wet, icy, or muddy areas.
- Must be able to perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves, and so forth.
- Must be able to work in areas where sustaining traumatic or thermal injuries are possible.
- May face exposure to infectious agents, such as Hepatitis B or HIV.
- May be exposed to grotesque sights and smells associated with major trauma and burn victims.
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**Other Training, Skills and Experience Requirements:**

- Must be able to successfully graduate from a New Hampshire Police Standards and Training Academy.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.
- This position requires the ability to read and interpret rules, regulations, ordinances, etc. at a basic level.
- Successfully complete NIMs and ICS training requirements for first-responders.
- May be required to use deadly force when authorized by statute.
- One year probationary period is required.
- Phase I responder to terrorism incidents.
- Demonstrated oral and written communications skills.
- AA degree in Criminal Justice preferred.

**License/Certification Requirements:**

- Employee required to attend annual re-certification program(s).
- Successful completion of prescribed training (transition and/or annual) is required
- High school diploma or G.E.D.
- You will be required to provide proof of U.S. Citizenship.

- Firearms testing and successful qualification to NH Police Standards and Training Council Administrative Rules Pol 404.03. This may include firing at night, with one hand, or while under time or physical stress.
- Must possess and maintain a valid US state driver's license.

**Other Requirements:**

- Background investigation (no conviction for any crime involving turpitude).
- No conviction for major motor vehicle violations
- No history of frequent motor vehicle violations of any kind
- May require overtime work.
- May require shift work and/or work on rotating shifts to provide coverage on evenings, midnights, weekends, holidays and in other situations.
- Schedule tour of duty will require evenings, midnights, weekends and holiday work hours.
- This position is subject to the Lautenberg Amendment/Domestic Violence Misdemeanor Amendment to the Gun Control Act of 1968.
- Must comply with Drug Abuse Testing Program requirements.
- Immunizations, such as, Hepatitis B, may be required.
- May not belong to an organization which advocates the violent overthrow of the governments of the United States, the State of New Hampshire or the Town of Allenstown.

**Schedule:** Evenings, weekends all hours of the day and night. Possible overtime if and when needed or required.

During EOC activation, can be any twelve hour to sixteen hour period designated by the Chief during and immediately after a declared emergency.

**Date of Creation:** March 23, 2011

**Revised Date:**

**Created by:** Shaun Mulholland

**Revised by:**