
DUTIES AND RESPONSIBILITIES

Your role as a Police Officer at the Allenstown Police Department includes many tasks and assignments. You must be able to:

- Establish and maintain necessary and appropriate records of activities
- Maintain effective work relationships with other employees, private and public organizations and the public
- Maintain confidentiality of department information
- Attend to many items simultaneously, and/or in sequence
- Familiar with and executes safe work procedures associated with assigned work
- Perform other related duties as required
- Be exposed to grotesque sights and smells associated with major trauma
- Be in, and maintain, sound physical condition
- Attend annual re-certification training program(s)

COURTS

As an Officer of the Allenstown Police Department, you are required to, when specified, to appear in court. All cases take place at the 6th Circuit Court and are handled by the Department's Prosecutor.

Court dates change frequently so it will be your responsibility to know when your court dates are.

COMPENSATION & BENEFITS

- Starting salary: \$40,021
- 25-year Retirement
- Health Insurance 80/20
- Disability Insurance
- Life Insurance
- Opportunity for overtime and paid details at \$34 per hour
- Paid vacation, two to four weeks a year

SPECIALIZED ASSIGNMENTS

- Special Operations Unit
- Technical Accident Reconstruction
- Evidence Technician
- Field Training Officer
- Firearms/Defensive Tactics Instructor

GENERAL INFORMATION

The Allenstown Police Department consists of six full-time officers, a detective and three supervisors.

FURTHER INFORMATION

If you need further information, you may contact the Chief of Police for the Allenstown Police Department by calling (603) 485-9500.

Allenstown Police Department

40 Allenstown Road, Allenstown, NH 03275

Information for applicants



This information is provided to you by the Allenstown Police Department as a guide to understanding the Department and your role as a potential employee.

Paul Paquette
Chief of Police

JOB DESCRIPTION

A Police Officer 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, as well as local ordinances and by-laws.

REQUIREMENTS

High School Diploma or GED is required. An Associates or Bachelors Degree in Criminal Justice or related field is preferred. You must have a valid New Hampshire's Driver's License.

HIRING PROCESS

When you bring in (or when we receive) your cover letter and resume, you will have to fill out an application. This application is lengthy and in depth. It may take you a few days to fill it out, and that's okay. Take your time.

A criminal and financial background check will be conducted.

You must be able to pass a physical agility test (requirements can be found at: <http://www.pstc.nh.gov/faqs.htm#coopers>), a routine physical exam, a written exam, a polygraph exam, a psychological evaluation, as well as a review by the Oral Board. You must pass all of these requirements.

WHAT HAPPENS NEXT?

Once the requirements are met and employment is offered and accepted, you will attend New Hampshire Police Standards and Training Council's 14-week Police Academy. The Full-Time Officer Academy is offered three times a year.

After you graduate from the Police Academy, you will participate in a Field Training Program. This program is conducted through the department and usually lasts 12-weeks, but can be extended at the discretion of the Chief of Police. The Field Training Program transitions you to applying the concepts and techniques you learned at the Police Academy during a shift. Once you have completed the department's Field Training Program, you will be assigned to a patrol shift.

SCHEDULING

Officers of the Allenstown Police Department work on a three-month rotating schedule. For example, January, February and March, you may work midnight shifts; from April to June you may work evenings.

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Your role as a Police Officer at the Allenstown Police Department includes many tasks and assignments. You must be able to:

- Patrol the community, and interpret, apply, and enforce federal and state laws, and local ordinances to preserve the peace and protect persons and property
- Operate both as a member of a team and independently at incidents of uncertain duration
- Use approved firearms, handcuffs, tasers, and other equipment in the performance of duties in accordance with federal and state laws, and town and department policies
- Effectively render aid to the public in routine and emergency situations
- Perform complex tasks during life threatening emergencies
- Make rapid transition from rest to near maximal exertion without warm-up periods
- Conduct complete and accurate investigations and prepare reports of the results
- Prepare and present cases before the courts
- Maintain proficiency in the operation of technical equipment, e.g. radar, blood alcohol measuring devices, cameras, radios, etc.
- Operate motor vehicles in accordance with state laws and department regulations in routine and emergency situations