

Job Description
for
Police officer

Summary

The Police officer performs a variety of duties and tasks related to the protection of life, limb and property. The Police officer conducts investigations and patrols assigned areas, makes arrests, searches for suspects or missing persons, performs traffic enforcement activities, identifies and collects evidence, prepares offense reports and other documentation, testifies in court, depositions and hearings, performs public service functions including security checks, provides assistance and information to the public, assists other governmental agencies, assists and transports mentally impaired or intoxicated persons, responds to a wide variety of emergency and non-emergency calls for service.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to the public, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Education

- High School or GED
- Two year College Degree Preferred

Required Education, Professional Certification or License:

- Valid New Hampshire driver's license
- State of New Hampshire Certification for full time police officer after completion of training in accordance with the NH Police Standards & Training Council or comparable out of state training with the required NH Law Package.
- Successful completion of the Lincoln Police Officer Field Training Program

Required Professional Experience:

- Prior law enforcement experience is preferred but not mandatory

Status

- Sworn, Certified

Blood and Viral Pathogen Risk

- Foreseeable Exposure

Environmental Conditions

- Work may involve rotating up to 12-hour shifts
- Physical acts requiring strength and endurance may be required
- Works during inclement weather
- Involves exposure to dangerous and sometimes life-threatening situations, events or persons
- Works under extreme varying degrees of stress
- Subject to call 24 hours a day
- Some exposure to morbid crime scenes involving the human body
- Works with a firearm and other required weapons
- Works with a great deal of autonomy requiring discretion and field decision-making
- May have to inflict bodily harm or kill another human being

Required Skills and Knowledge

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| • Knowledge of LPD General Orders | • Knowledge of narcotics field test procedures |
| • Knowledge of New Hampshire RSA's | • Knowledge of officer safety techniques |
| • Knowledge of Criminal Justice System | • Knowledge of case law |
| • Knowledge of geographical area | • Knowledge of domestic violence procedures |
| • Knowledge of Resistance/Control Continuum | • Knowledge of child/elderly abuse procedures |
| • Knowledge of communication radio codes, signals and | • Knowledge of specialty team procedures |
| • Unit identifications | • Knowledge of area characteristics |
| • Knowledge of Case Reporting Manual | • Knowledge of first aid/CPR |
| • Knowledge of manufacture's standards | • Knowledge of crowd control techniques |
| • Knowledge of issue weapon nomenclature | • Knowledge of human anatomy |
| • Knowledge of surfaces conducive to fingerprinting | • Knowledge of firearm safety procedures |
| • Knowledge of fingerprinting techniques | • Knowledge of public safety concerns |
| • Knowledge of appearance of fingerprints | • Knowledge of building/area search techniques |
| • Knowledge of camera operation | • Knowledge of mobile field force system |
| • Knowledge of evidence handling | • Knowledge of defensive techniques |
| • Knowledge of types of evidence | • Knowledge of reference data |
| • Knowledge of evidence collection | • Knowledge of support units available |
| • Knowledge of illegal substance appearance | • Knowledge of community services |

- Knowledge of referral sources
- Knowledge of social and public assistance agencies
- Knowledge of abnormal behavior
- Knowledge of special function requirements
- Knowledge of roadblock equipment
- Knowledge of the effects of intoxicants/drugs
- Knowledge of field sobriety testing
- Knowledge of crash investigation
- Ability to draw diagrams
- Ability to operate public address system
- Ability to conduct pat down and search for weapons
- Ability to follow commands
- Ability to recognize basic signs and causes of death
- Ability to disassemble and reassemble firearm
- Ability to comprehend questions
- Ability to operate a motor vehicle
- Ability to read and write English
- Ability to use approved defensive weapons
- Ability to comprehend instructions
- Ability to perform minor vehicle maintenance
- Ability to read gauges and odometers
- Ability to operate calculator
- Ability to evaluate
- Ability to read a map
- Ability to comprehend
- Ability to operate camera
- Ability to operate tape recorder
- Ability to listen and understand
- Ability to detect suspicious activity
- Ability to identify makes and models of vehicles
- Ability to handle stress
- Ability to locate vehicle identification number
- Ability to evaluate credibility and reliability
- Ability to identify suspicious activity and circumstances
- Ability to recognize potential hazard
- Ability to recognize informative placard or signs
- Ability to recognize danger or hazard
- Ability to monitor radio traffic
- Basic English grammar skills
- Computer skills
- Basic mathematical skills
- Keyboarding skills
- Interpersonal skills
- Organizational skills
- Basic investigation skills
- Interview skills
- Observation skills
- Tactical driving skills
- Tactical communication skills
- Basic crime scene processing
- Weapons proficiency
- Communications skills

Physical Requirements

- Jump
- Climb
- Drag/carry 150 lbs.
- Crawl
- Bend/squat
- Lift 150 lbs.
- Walk
- Run
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation

Updated 12/1/2023

- Speak English understandably
- Sense of smell
- Manual dexterity
- Recognize colors
- Ambulate independently
- Agility
- Mobility
- Withstand chemical odor
- Strength to loosen lug nuts
- Full range of motion
- Steady hands
- Ability to distinguish colors
- Upper body strength
- Endurance
- Continence
- Endure extreme climate
- Balance

Essential Duties

Court and Civil

- Testify at trials, hearings or Grand juries
- Testify at deposition
- Serve subpoenas
- Serve Restraining orders for protection

Documentation

- Prepare original and supplemental reports
- Maintain issued equipment
- Maintain firearms
- Inspect and maintain patrol vehicle
- Maintain attendance records
- File complaint affidavits
- Review NH RSA's, Town Ordinances, General Orders, and agency directives
- Review Be-On-the-Look-Out (BOLOs), patrol requests, and agent agreements
- Maintain personal notes of warnings, arrests, or contacts
- Update, maintain, review manuals and files
- Prepare correspondence

Evidence/property handling

- Collect latent fingerprints
- Photograph persons, evidence and crime scene
- Seize, impound, or confiscate vehicles or property
- Secure evidence
- Seize or confiscate illegal substances and apparatus
- Secure found or acquired property

Interview/interrogation

- Interview victims, witnesses and/or informants
- Interview suspects
- Complete field interrogation reports

Investigations

- Investigate crimes against the State
- Investigate property crimes
- Initiate persons crimes investigation
- Initiate death investigation

Patrol functions

- Search buildings or grounds for evidence or suspect
- Conduct active patrol in assigned area
- Conduct frisk or pat down search
- Pursue vehicles in accordance with General Orders
- Respond to rescue situations
- Conduct felony stop
- Respond to bomb threats
- Respond to civil unrest or riots
- Counsel persons involved in disputes
- Respond to alarm calls
- Conduct self-initiated arrest
- Control disorderly or irate persons
- Serve arrest warrant
- Transport inmate or arrestee
- Locate or retrieve body
- Examine abandoned vehicles
- Establish field contacts/confidential informants
- Escort funeral

Public Service

- Conduct dwelling, building, or ground check
- Provide information and referrals to citizens
- Investigate and isolate hazardous materials
- Assist mentally ill, disabled citizens or intoxicated persons
- Assist other agencies
- Warn citizens of environmental dangers or property hazards
- Provide security for special functions

Traffic enforcement

- Conduct traffic stops Set-up and operate traffic controls
- Conduct DUI investigations
- Conduct parking enforcement
- Conduct traffic crash investigation