

## TOWN OF AUBURN

JOB TITLE: Police Officer

1/6/11

DEPARTMENT: Police

STATUS: Full-Time, Non-Exempt

LABOR GRADE: 7

**JOB SUMMARY:** Performs responsible and visible law enforcement duties, including patrol, investigation, traffic control, traffic crash investigation, and a variety of other duties to preserve the peace and protect persons and property in the Town, and enforce Federal and State laws and local ordinances and bylaws.

### ESSENTIAL DUTIES:

(The listed examples are illustrative only and may not include all duties found in this position.)

- Interprets, applies, and enforces Federal and State laws and local ordinances and bylaws to preserve the peace and protect persons and property.
- Patrols the Town in a police cruiser or on foot; checks overall security of vacant homes and buildings; periodically checks business establishments and public places for violations of the law and takes appropriate enforcement action as necessary; confronts suspicious persons and situations and determines appropriate action.
- Receives dispatch orders and responds to calls for service, emergency situations, and serious crimes.
- Takes charge of crime scenes and assures the safety of all parties involved for the duration or until relieved by higher authority; protects evidence at a scene for its use in further investigation and prosecution; exercises knowledge of ordinances in determining legal justification for arrest, search and seizure, protective custody, etc.
- Conducts motor vehicle stops, confronts and questions drivers, and issues citations for violations; makes physical arrests when warranted.
- Administers standardized field sobriety tests; administers Intoxilyzer tests or other tests to determine the degree of intoxication and/or blood alcohol concentration in possible drunk driving situations.
- Investigates motor vehicle accidents to determine cause; directs activity at accidents and disaster areas; effectively renders first aid and performs complex tasks during life threatening emergencies; directs traffic to restore steady flow.

- Negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, death notifications, etc.
- Renders assistance to the public; provides information to citizens as requested.
- Assists other police agencies upon request.
- Assists in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend, and prepare prosecution of persons charged with committing crimes.
- Examines crime scenes and collects evidence; interviews witnesses and suspected offenders; determines the extent of criminal activity and the need for further police assistance; conducts follow-up interviews and investigations on unsolved crimes.
- Completes and submits all required reports and records in conformance with Department regulations and statutory requirements; maintains necessary and appropriate records of daily activities and intelligence material received; cooperates with other law enforcement agencies to facilitate the flow of information about criminal activity and enforcement of State and Federal laws.
- Testifies in various courts and at hearings before various governmental agencies as necessary.
- Cleans and maintains Department and personal police equipment, including cruisers, weapons, booking room, offices, computers, case files, duty gear, uniforms, etc.
- May speak at local children's and civic groups about safety and crime-prevention.\
- Uses and maintains proficiency in the use and maintenance of approved firearms, OC or pepper spray, handcuffs, expandable batons, and ballistic vests in accordance with Federal and State laws and Town and Department policies and procedures.
- Uses and maintains proficiency in the tactical use of weapons and lighting.
- Operates and maintains proficiency in the operation of technical equipment, including preliminary breath tester and Intoxilyzer, police radio, and automated emergency defibrillator machine.
- Performs and maintains proficiency in standardized field sobriety testing.
- Uses and maintains proficiency in the proper use of emergency warning systems, first aid tools, motor vehicle unlock tools, motor vehicle accident reconstruction tools, spike strips, and crime scene tools.
- Trains in courtroom demeanor and handling domestic violence and sexual assaults.

- Operates motor vehicles in accordance with State laws and Department regulations in routine, hazardous, and emergency situations.
- As qualified, may act as Armorer (diagnoses and repairs police weapons and is authorized to repair and replace sensitive parts of weapons), Baton Instructor (trains officers in the use of expandable baton and the legal aspects of using physical force), Cruiser Maintenance Officer (ensures that the cruiser fleet is in an acceptable state of readiness), Field Training Officer (ensures that new recruits follow a proper training program), Photography Officer (uses a camera and various photography techniques for police purposes in order to take photographs at crime scenes), Pistol Instructor (trains Department personnel in the use of the issued sidearm), Rifle Instructor (trains Department personnel in the use of the issued rifle), or Technical Accident Investigator (determines fault in collisions by determining speeds of vehicles, critical speeds of curves, coefficient of friction of a roadway and other surfaces, and points and possible points of perception used in formulas concerning speed time and distance factors) as needed.
- Performs other related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of State and Federal law, State statutes and codes, Federal guidelines and protocols, and local ordinances relating to law enforcement.
- Knowledge of the principles and practices of modern police administration and police methods.
- Knowledge of the use of police records and their application to police administration.
- Skill in the use of firearms and police equipment, including pepper spray, portable radios, pagers, handcuffs, batons, ammunition, rifles, and shotguns.
- Skill in basic first aid.
- Skill in attending to detail.
- Ability to accurately assess the potential consequences of alternative courses of action and select the one which is most acceptable and appropriate.
- Ability to recognize and the courage to confront potentially dangerous situations and to act decisively to protect persons and property from harm.
- Ability to maintain a high degree of self-control.
- Ability to drive a police cruiser,

- Ability to use radar devices.
- Ability to observe, comprehend, retain, and recall factual information.
- Ability to prepare and present concise and meaningful oral and written material relating to the activities of the Department.
- Ability to speak clearly and intelligently.
- Ability to maintain effective working relationships with superior officers.
- Ability to deal effectively with the public.
- Ability to work under physically and emotionally stressful situations.
- Ability to be on call 24 hours a day to meet police emergencies.

**SUPERVISORY CONTROLS:** The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**GUIDELINES:** Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**COMPLEXITY:** The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

**SCOPE AND EFFECT:** The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such

activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

**PERSONAL CONTACTS:** The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee’s work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

**PURPOSE OF CONTACTS:** The purpose is to influence, motivate, interrogate or control persons or groups. At this level the persons contacted may be fearful, skeptical, uncooperative or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

**PHYSICAL DEMANDS:** The work requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.

PRIMARY PHYSICAL REQUIREMENTS	FREQUENCY
Lift 11 to 25 lbs.	Frequently required.
Lift 26 to 50 lbs.	Occasionally required
Lift over 50 lbs.	Rarely required.
Carry up to 10 lbs.	Frequently required.
Carry 11 to 25 lbs.	Occasionally required.
Carry 26 to 50 lbs.	Rarely required.
Carry over 50 lbs.	Rarely required.
Reach above shoulder height.	Occasionally required.
Reach at shoulder height.	Frequently required.
Reach below shoulder height.	Occasionally required.
Push/Pull.	Occasionally required.

OTHER PHYSICAL CONSIDERATIONS	FREQUENCY
Twisting.	Occasionally required.
Bending.	Occasionally required.
Crawling.	Rarely required.
Squatting.	Occasionally required.
Kneeling.	Occasionally required.
Crouching.	Occasionally required.
Climbing.	Rarely required.
Balancing.	Rarely required.
Running.	Occasionally required.

Work Surface(s): Standard office desk and chair; vehicle; concrete, asphalt, tile and carpet surfaces; rough, wet and slippery terrains.

HAND MANIPULATION	FREQUENCY
Grasping.	Frequently required.
Handling.	Frequently required.
Torquing.	Rarely required.
Fingering.	Frequently required.

Equipment Used: Firearms and other weapon systems, computer, two-way radios, telephone, fax machine, copy machine, motor vehicles.

COGNITIVE AND SENSORY REQUIREMENTS	NEED
Talking.	Necessary for communicating with others.
Hearing.	Necessary for receiving reports and instructions.
Sight.	Necessary for doing job effectively and correctly.
Tasting and Smelling.	May be needed to detect fuel leaks, smoke, intoxicated individuals, etc.

WORK ENVIRONMENT: The work involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working under extreme outdoor weather conditions, subject to possible physical attack or mob conditions or similar situations where conditions cannot be controlled).

SUMMARY OF OCCUPATIONAL EXPOSURES
May be exposed to toxic fumes, chemicals and substances, fuels and fluids.
Bloodborne Pathogens.
Tasks and procedures performed by employee involve risks classified by the Center for Disease Control as: Category II (Activity performed without blood exposure may occur in emergency) Category III (Task/activity does not entail predictable or unpredictable exposure to blood)
This position typically does not involve Category I exposure risk, however, if employee is trained in first aid, some emergency procedures may entail Category I exposure risks.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

## MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the Department usually interpreted to require prior law enforcement or military experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities, and willingness to be on call to meet emergency situations.
- Possession of, or ability to readily obtain, NH Police Standards and Training Council certification as a full-time Police Officer and ability to meet Police Standards and Training Council physical agility requirements.
- Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.