

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: POLICE OFFICER  
DEPARTMENT: POLICE  
REPORTS TO: SERGEANT**

**JOB CODE: 3020  
DATE: 9/08**

**JOB SUMMARY:**

Employees in this position are assigned to a variety of duties in the City Police Department. Each duty is related to protecting life and property and securing the well-being of the citizens of the City of Concord. The position is responsible for the enforcement of ordinances, state and federal statutes, and other regulations for which the Police Department is responsible. Police Officers are routinely assigned to perform duties in patrol, investigations, drug enforcement, or youth services. The department practices a community-based policing operation. All officers are expected to be able to perform a wide range of duties. An incumbent in this position may be designated "Master Police Officer."

**MAJOR JOB RESPONSIBILITIES:**

Establishes effective professional working relationships with supervisors, peers, other local law enforcement agencies, federal law enforcement agencies, court personnel, medical practitioners, school officials, counselors and Division for Children, Youth, and Families (DCYF) personnel.

Obtains information and descriptions of persons or property involved in a crime from victims, witnesses, or other individuals with knowledge of incident; identifies wanted people or stolen articles/weapons using NCIC information or information provided during roll call.

Works with prosecuting attorneys from federal, state, and local level to prosecute and convict suspected offenders; advises on plea bargains; testifies in court cases, trials, and hearings.

Obtains arrest warrants through sworn affidavit; plans methods for achieving arrests in the safest manner possible.

Maintains and cleans assigned clothing, vehicle, equipment, and supplies.

Maintains availability for court appearances and testimony, assists City Prosecutor, County Attorney, and Attorney General's Office in preparing presentation of testimony and/or evidence; responds to subpoenas by attending court; provides court testimonies as required.

Assists on special assignments, such as search and rescue, natural disasters, crowd control, and public vehicle accidents, as directed by supervisor.

Patrols city routes, as well as residential areas to provide a visible deterrent in uniform and in marked cars and to enforce traffic laws and protect life and property; identifies traffic hazards; monitors industrial and residential areas for signs of any criminal activity; patrols for suspicious persons or vehicles.

Maintains field notes and other information in order to prepare departmental reports; collects and documents all evidence available to assist in further investigation and criminal prosecutions.

Prepares departmental reports on all reported or discovered incidents in a detailed, organized, and factual manner.

Checks building doors, windows, gates, and fences to ensure building is secured; reports any buildings, vehicles, or equipment that are not secured; ensures the safety and well-being of all employees on duty; learns employees working patterns and alerts them to possible suspects and crime prevention.

Responds to calls for assistance and complaints of crimes; enforces state statutes by performing warrant, felony, or misdemeanor arrests; engages in physical confrontation when necessary; directs traffic at crime scenes; assists stranded motorists.

Secures and protects crime scenes and briefs supervisors/detectives on their arrival; performs traffic accident enforcement activities and interviews witnesses.

Investigates traffic, home, public, and occupational accidents by recording precision measurements and diagrams, taking photographs, and preparing reports concerning incidents.

Inspects roadways, bridges, traffic signs, and signals routinely in order to find and report any hazardous conditions; herds cattle and livestock off of roadways.

Maintains a working knowledge of all traffic laws; enforces traffic laws through the issuance of traffic citations and warnings, and arresting individuals in violations of the law such as DWI, and speeding and traffic control device violations.

Upon request, checks residences of citizens who are away from home in order to detect and/or prevent the occurrence of crime; contacts owners or designated contact persons should residence be found unsecured; receives information about securing the residence.

Researches maps, construction, and road closings to maintain awareness of current events and changes in law enforcement.

Attends motor vehicle and involuntary emergency hospitalization hearings.

In conjunction with other law enforcement officials, purchases illegal drugs as part of undercover operations to expose drug dealers; writes and maintains reports and documents that record the sale of illegal drugs to undercover police officers.

Gathers and collects information on subjects violating the Controlled Drug laws through follow-up investigations, computer records in intelligence agencies, surveillance, and tips from citizens, crime lines, informants, and fellow officers.

Interviews and "develops" subjects who help with drug law enforcement, including informants, citizens, subjects facing court action, and past drug users; checks their records in the computer and any relevant records from intelligence agencies.

Writes affidavits for search, seizure, and arrest warrants; writes arrest warrants and complaints to arrest subjects.

Maintains a computer database of subjects involved with illegal drug use and sales; submits reports to outside agencies, logging each report submittal.

Forwards information about suspects that is outside area of responsibility to other agencies, to assist in law enforcement for non-drug-related crimes.

Makes arrests of suspected drug dealers; collects evidence for drug investigations; ensures that the evidence is secured and documented properly.

Trains other officers and agencies in drug identification, investigations, and drug law enforcement.

Investigates assigned reports of criminal activity within the City of Concord limits, including but not limited to murders, armed robberies, aggravated and simple assaults and/or batteries, rape, child abuse and molestation, drug offenses, thefts, and forgeries; interviews and/or interrogates victims, witnesses, suspects, and arrestees as permitted by law; maintains major case files for future reference and instructional purposes.

Travels to conduct interviews and follow-ups outside the jurisdiction of Concord.

Processes major crime scenes in accordance with policies and procedures.

Responds to major motor vehicle accidents and accidents with serious injury; processes the scene; takes measurements and conducts time/distance evaluations; assists in the determination of charges.

Assists other law enforcement agencies with the location of suspects, witnesses, and victims; provides investigators with background information.

Receives, records, secures, and maintains evidence and property; processes evidence according to chain of custody laws and court orders.

Conducts forensic interviews with children; utilizes anatomical diagrams; conducts audio taped interviews with victims, witnesses, and suspects.

Utilizes investigative skills and tools, including statement analysis, polygraph examinations, one-party intercepts, grand jury subpoenas, informants, the New England State Police Information Network, and search warrants.

Reviews all documents, papers, and notes related to investigations in order to testify knowledgeably and effectively; ensures that all pertinent witness statements are documented and that witnesses are prepared for court; attends pre-trial conferences with members of the County Attorney's or City Prosecutor's Office in order to prepare for criminal prosecution.

Searches persons, premises, or property incident to lawful arrests; plans procedures for conducting searches using all available information obtainable.

Reviews all cases involving juveniles, including misdemeanors, felonies, and violations; investigates CHINS violations, missing juveniles, and runaways.

Refers youths to other agencies for diversion and mediation.

Files petitions against juvenile offenders.

Enters and maintains juvenile data and court records into a computer database on the mainframe computer; makes entries on Hot Sheet for Patrol awareness; holds photos and fingerprints in separate files, and maintains confidentiality.

Closes files and purges records when juveniles reach majority; maintains and updates statistics on juvenile involvement with the Police Department, providing appropriate data to community groups upon request.

Interviews juvenile sexual assault victims, witnesses, sex offenders, and pedophiles.

Prepares cases for grand jury involving adult offenders with sex offenses against juveniles.

Monitors sex offender registration compliance; conducts follow-up investigations and issues arrest warrants.

Meets with other agencies to develop plans to deal with troubled youth; lectures to various civic groups.

Investigates child abuse and neglect cases, executes ex-parte orders; investigates juvenile sexual assault cases and assault cases between adults and juveniles; cooperates with investigators from Division of Children, Youth, and Families, and County Attorney's Office.

Provide training to other officers in areas of expertise during scheduled training days; provides guidance and support for interns assigned to the Youth Services Unit.

Serves as a DARE Instructor and GREAT Instructor; teaches about drugs and gangs and their effects on lives in the community; obtains all class materials (e.g., workbooks, slides, etc.) required for the program.

Maintains safety and discipline in the classroom during teaching sessions; assesses whether students have met criteria required to graduate from programs; arranges for graduation ceremonies.

Interfaces with community leaders to raise funds for the programs (which are totally funded by private donations).

Visits high school students at high schools or other designated locations to instruct on motor vehicle laws and courtroom procedures; prepares lesson plans and delivers classes.

Visits with community groups to discuss concerns about safety, crime, traffic problems, home security, personal security, neighborhood security, and other types of security concerns.

Teaches youngsters at elementary schools and day care centers about personal safety (e.g., dealing with strangers, walking home safely, Halloween safety, etc.); may also conduct security surveys of homes and businesses upon request.

Serves as a School Liaison Officer; visits different schools to assist in counseling students who may have been involved in criminal activity; assists schools in determining whether a student should be counseled and released or prosecuted.

Processes evidence, including logging in, transferring to state lab, taking to court, disposing of evidence, etc.

Maintains equipment, photo, and mug shot files; tracks court dispositions; assists County Attorney and others in preparation of trials; provides evidence for trials.

Processes major crime scenes for evidence; conducts criminal investigations and accident reconstruction; assists other detectives as needed.

Maintains custody of all found property; fills out appropriate reports and forms; runs checks for stolen property; prepares for city auction at year end.

Searches for, captures, and transports stray animals.

Assists the Fire Department with medical calls, fire scenes, and aggressive patients; secures potentially dangerous scenes for the Fire Department.

Delivers City Agendas to City Council members.

Provides security for the exchange of items between individuals.

Identifies community policing issues, including neighborhood traffic control and high crime areas.

Assists motorists with disabled vehicles.

Fingerprints citizens as requested for job interviews and background checks.

Officer may be assigned to perform in specialized roles according to their individual training and certification.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Police Cruiser	Police Radio	Radar Unit
Two-Way Radio	Flashlights	Traffic Vest
Portable Radio	Vehicle Lockout Tools	Handgun
Monadnock Expandable Baton	O.C. Spray	Flares
12 Gauge Shotgun	Fingerprinting Equipment	Handcuffs
Fire Extinguisher	Cameras and Photo Equipment	
Related Police Equipment		

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

A high school diploma plus one or more of the following: Knowledge acquired through a minimum of 60 credit hours in an associate or baccalaureate educational program; two years of full time experience as a certified

police officer at the time of appointment; four years of active military service with an honorable discharge. (Bachelor's degree is desirable)

Must be able to work shift as assigned.

**Licenses and Certifications:** (Dependent on area of assignment)

Valid New Hampshire Driver's License.

Certification as a Peace Officer by the State of New Hampshire.

D.A.R.E. Instructor Certification.

G.R.E.A.T. Instructor Certification.

Security Surveys Certification.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

All pertinent local, state, and federal laws and city ordinances, including but not limited to felonies and misdemeanors, juvenile code, and traffic laws.

Constitutional law as it pertains to due process, probable cause, false arrest, suspects' rights, and other related issues.

A variety of laws pertaining to human rights, arrest procedures, evidence, etc.

Frequently used legal terminology.

NCIC Rules and Regulations, especially as they pertain to record dissemination.

The statute of limitations and its applicability to various offenses.

The legal limitations of the authority of Police Officers and the use of progression of force.

The procedures for obtaining arrest warrants.

Proper arrest procedures with or without a warrant.

Departmental radio signals and codes.

The procedures for obtaining vehicle registration, driver's license, or lost/stolen article information through departmental communications.

Departmental report forms and the applicability of each.

Basic math.

Proper English grammar, spelling, and sentence structure.

Resources available for social services.

Basic first aid principles.

The symptoms of common medical problems and illnesses (e.g., insulin reactions, heat stroke, etc.) and the possible liability issues involved.

Basic interview techniques.

Basic crime prevention methods.

Proper procedures for executing law enforcement activities related to the area of assignment.

Proper back-up procedures at traffic stops and misdemeanor and felony arrests.

Geographic outlay of the City of Concord.

Basic knowledge of departmental computer system and database.

**Skill in:**

The proper and safe use of department-issued weapon.

Operating an emergency vehicle and its equipment, including at high speeds and under adverse, stressful, and dangerous conditions.

Operating police radio and walkie talkie.

The use of basic first aid equipment.

The use of all other equipment as listed.

Written and oral communication.

**Mental and Physical Abilities to:**

Exercise sound judgment in determining the course of action needed to effectively neutralize difficult and emergency situations.

Research, read, understand, and interpret appropriate federal, state, and local laws and ordinances in order to implement them and explain them to a variety of types of individuals.

Read, understand, and execute departmental policies and procedures.

Effectively respond to situations involving cultural diversity.

Correctly complete departmental report forms.

Compute values using basic math.

Effectively communicate, both orally and in writing.

Learn basic first aid principles and symptoms of common medical problems and illnesses (e.g., insulin reactions, heat stroke, etc.).

Effectively apply basic interview techniques.

Effectively secure a crime scene and apply crime scene processing and evidence collection techniques.

Determine the methods of forced entries into buildings and vehicles.

Communicate basic crime prevention methods.

Completely and accurately apply proper procedures for checking, entering, and clearing buildings.

Establish and maintain effective professional working relationships with supervisors, peers, and the general public.

Establish a rapport with the citizenry, especially youth.

Maintain integrity in a variety of situations.

Work under stressful conditions effectively and professionally.

Apply the principles of progression of force.

Acquire skill in the proper, safe, and efficient use of department-issued firearm.

Properly field strip and clean issued weapons.

Safely operate emergency vehicles and their equipment, especially under adverse, stressful, and/or dangerous conditions.

Correctly use departmental equipment such as portable radios, mobile radios, handcuffs, and other law enforcement equipment.

Analyze situations, both emergency and routine, efficiently and accurately.

Objectively neutralize situations and determine the most appropriate course of action.

Understand and carry out verbal and written departmental orders.

Prepare clear, concise, and accurate reports.

Work overtime hours as needed.

Stand and walk frequently.

Listen to and talk to the public.

Operate a vehicle in which hand-eye coordination is important.

The employee must have specific vision abilities including close vision, color vision, peripheral vision, distance vision, depth perception, and the ability to adjust focus.

Perform tasks while Intermittent sitting and standing, crouching, bending, kneeling, crawling, climbing, and running.

Occasionally perform duties in inclement and/or extreme weather conditions.

Smell, hear, and/or taste.

Finger, handle, or feel objects.

Lift or carry moderately heavy objects (20-50 pounds) and occasionally very heavy objects weighing in excess of 100 pounds.

Wear gear weighing from fifteen to twenty pounds on a daily basis.

**Working Conditions:**

While performing the duties of this position, employee regularly works outside, often in very hot, cold, or inclement weather.

Work is performed in or from a vehicle and occasionally in a jail facility.

While performing the duties of this position, employee is occasionally required to climb to high, precarious places and/or to work in the vicinity of explosives, hazardous materials, and toxic or caustic substances.

While performing the duties of this position, employee may be exposed to unknown conditions, which can result in severe bodily injury or death.

While performing the duties of this position, employee must drive in adverse conditions (sometimes at very high speeds), confront armed persons, and interact with mentally unstable individuals and those affected by the ingestion of drugs.

While performing the duties of this position, employee is frequently exposed to blood or other bodily substances.

While performing the duties of this position, employee frequently encounters and/or physically interacts with individuals who have or carry various communicable diseases.

The noise level in which a Police Officer works is generally moderate to noisy, though exposure to very loud noises and vibrations caused by gunfire on and off of the range is not uncommon.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.