

UNIFORMED POLICE OFFICER

JOB SUMMARY:

Serves as a certified full-time or part-time police officer performing responsible law enforcement duties, including patrol, investigation, traffic control, crime prevention, public relations, and a variety of other duties designed to preserve peace and order and to protect life and property in the Town of Sanbornton.

SUPERVISION RECEIVED:

Works under general supervision of the department sergeant, who makes general assignments as to area to be covered, specific cases to be investigated, etc. Duties are performed independently, must possess sound judgment in meeting emergencies and determining lawful and appropriate courses of action.

SUPERVISION EXERCISED:

May be called upon as senior officer to perform general supervision of less senior officers and part-time police officers in the absence of the Lieutenant or Sergeant.

EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in the position).

1. Patrols all areas of the town in a police cruiser or on foot where applicable; checks overall security of vacant homes or buildings; periodically checks business establishments and public places for violations of the law and takes appropriate enforcement action; confronts suspicious person and situations and determines appropriate actions.
2. Negotiates settlements between emotionally upset and often irrational person involved in domestic disputes, drunkenness, burglaries, larcenies, vandalism, assaults, etc.
3. Receives dispatch orders and responds to calls for service, emergency situations and serious crimes; Takes charge of crime scenes until relieved by higher authority, exercises knowledge of State Laws, Federal Laws, Supreme Court decisions, and Town ordinances in determining legal justification for arrest, search seizure, and protective custody, etc.

4. Directs activities at accident and disaster areas rendering first aid and restoring traffic to normal; investigates traffic accidents. Periodically directs traffic to ensure steady flow.
5. Assists in the investigation of crimes and or suspected criminal acts to identify, locate, apprehend and prepare prosecution of person charged with committing crimes; Examines crime scenes to collect evidence; interviews and interrogates witnesses and suspected offenders; Determines the extent of criminal activity and need for further police assistance.
6. Maintains log activities; Works with other law enforcement personnel to facilitate the flow of information about criminal activity and the cooperative enforcement of Town, State and Federal Laws.
7. Completes and submits all required reports and records in conformance with department regulations and statutory requirements; conduct follow-up investigations on unsolved crimes.
8. Assists the general public in rendering assistance and or direction; May give safety and crime prevention talks to children and civic groups.
9. Testifies in courts as required in traffic and criminal cases and gives sworn testimony at any official board, department or committee hearing.
10. Investigates crime involving juveniles; Investigates reported child abuse; prepares necessary court documentation.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Working knowledge of modern police science techniques, methods and procedures and ability to carry out same; knowledge of Federal, State and Town laws and ordinances, and Supreme Court decisions relative to police officer enforcement, responsibilities and restraints; Ability to analyze situations quickly and objectively to determine the proper course of action to be taken; Ability to use self defense techniques and firearms; Ability to establish and maintain effective working relationships with other law enforcement agencies and other town agencies, fellow employees and the general public; skill in use and care of and the ability to utilize a firearm.