



POLICE OFFICER September 2020

JOB SUMMARY

Performs responsible and visible law enforcement duties, including patrol, investigation, traffic control, and a variety of other duties to preserve the peace, maintain law and order, to detect and apprehend suspects in criminal cases, protect life and property in the Town, enforce Federal and State laws and local ordinances, and engage in crime prevention, community relations, and educational programs/activities.

SUPERVISION RECEIVED

Works under the direct supervision of the Sergeant who reviews shift logs, RMS entries, and report completion. Sergeant or Chief of Police are consulted on situations as required by Department policies and procedures or when guidance is needed. Duties are performed independently and judgment must be exercised in meeting emergencies and determining lawful and appropriate courses of action. Performance is reviewed through conferences, reports, and observations of efficiency.

SUPERVISION EXERCISED

In limited circumstances, may exercise supervision over other patrol officers with less seniority at the direction of the Sergeant or Chief of Police until relieved by a superior officer.

ESSENTIAL DUTIES

[The following is not necessarily an all-inclusive list of job-related duties, knowledge, skills, abilities, or working conditions. While this is intended to be an accurate reflection of the current job, the Chief of Police reserves the right to revise the job or to require that other or different tasks be performed as assigned to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. The employee may be required to perform other job-related duties requested by their supervisor, a superior officer, or the Chief of Police. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential duties (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.]

1. Perform varied and diversified duties involving the patrol of an assigned area, buildings, streets and grounds, with responsibility for enforcing and carrying out motor vehicle and criminal laws, policies, rules and regulations of the Department, and federal, state and local laws and ordinances. Interpret, apply, and enforce federal and state laws and local ordinances to preserve the peace and protect persons and property.
2. Patrol the Town in a police cruiser or on foot; check overall security of vacant homes and buildings, and large outdoor areas; periodically check business establishments (both open and closed) and public places for violations of the law and takes appropriate enforcement action; confront suspicious persons and situations and determines appropriate action.
3. Exercise considerable judgment and resourcefulness in the investigation and arrest of criminals in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree; and particularly in maintaining law and order during times of emergencies. Make frequent contact with the public in warning or arresting persons guilty of violating the law or unsafe driving practices, and in rendering first aid, restoring traffic to normal flow, and providing information.
4. Perform travel/patrol duties requiring considerable physical effort, which may demand continuous standing, walking, running and occasional strenuous positions, under varying climatic conditions, with exposure to accidents or occupational hazards.

5. Negotiate settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, etc.; make rapid transition from rest to near maximum exertion without warm-up periods.
6. Receive dispatched orders and responds to calls for service, emergency situations, and serious crimes. Take charge of crime scenes until relieved by a higher authority; exercise knowledge of ordinances in determining legal justification for arrest, search and seizure, protective custody, etc.
7. Direct activity and perform rescue functions at accidents and disaster areas, effectively rendering first aid and restoring traffic to normal; investigate traffic accidents to determine cause; perform complex tasks during life threatening emergencies. Periodically direct traffic to assure steady flow; stop motor vehicles, confront violators, and issue citations for violations; make physical arrests when laws have been violated; administer Intoxilyzer tests or other preliminary breath tests to determine the degree of blood alcohol in possible drunk driving situations. Process arrested suspects including taking their photographs and obtaining a legible set of inked fingerprint impressions. Transport prisoners and committed mental patients using appropriate restraining devices.
8. Manage and assist persons requesting aid or information by connecting them with other resources they might need, including mental health, substance abuse, welfare, victimization, or any other social issue.
9. Assist in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend, and prepare prosecution of persons charged with committing crimes; examine crime scenes to collect evidence; interview and interrogate witnesses and suspected offenders; determine the extent of criminal activity and the need for further police assistance. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
10. Complete and submit all required reports and record in conformance with Department regulations and statutory requirements; conduct follow-up investigations on unsolved crimes; maintain necessary and appropriate records of activities.
11. Assist other law enforcement officers in serving warrants, apprehending criminals, controlling mob violence, and other general law enforcement work
12. Operate both as a member of a team and independently at incidents of uncertain duration; execute safe work procedures associated with assigned tasks.
13. Operate motor vehicles in accordance with state laws and Department regulations in routine and emergency situations during both the day and night involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
14. Use approved firearms, handcuffs, batons and other hand equipment in the performance of duties in accordance with Federal and State laws, and Town and Department policies and procedures. Maintain proficiency in the operation of technical equipment, including radar, blood alcohol measuring devices, cameras, two-way radios, computers (including MDTs), etc. Maintain weapons and equipment in accordance with Department policy. Inspect assigned vehicle for defects, missing equipment, contraband, and evidence; reports defects, damages, or irregularities.
15. Appear in court as prosecutor or witness to present testimony in traffic violations and criminal cases.
16. Perform minor repairs and maintenance to Department vehicles; report need for major repairs to the Sergeant.
17. Perform in specialized areas such as Field Training Officer, firearms instructors, D.A.R.E. Officer, Detective, etc.
18. Share responsibility with other Department staff for the upkeep and general maintenance of the police station, all of the cruisers and all police equipment/uniforms; may include cleaning, gathering trash, disinfecting, repairing the building or equipment, moving furniture and/or equipment, visual and mechanical inspections of supplies, equipment, and/or assets.
19. Perform other related duties as required.

MINIMUM QUALIFICATIONS

U.S. citizenship. High school diploma or G.E.D. certificate. Minimum age 21. Certification by New Hampshire Police Standards and Training Council (NHPSTC) as a full-time Police Officer or the ability to obtain certification within a reasonable period of time as determined by the NHPSTC; OR any

equivalent combination of education, experience, or service in the Armed Forces which demonstrates possession of the required knowledge, skills and abilities to perform the duties of the position set forth by the Police Chief and Department policy. Officers must demonstrate willingness to be on call to report for duty due to staffing needs and/or police emergency situations. Officers must have a valid NH driver's license or ability to obtain same as required by NH Motor Vehicle Law. Shall not at any time have been or currently be listed on an Exculpatory Evidence Schedule (EES) submitted by a Chief of Police or Sheriff in the State of New Hampshire to a County Attorney or the Attorney General of New Hampshire; or have been or currently be the subject of any *Laurie* or *Brady* material or information in any state; or on any established judicial record or list that would compromise a sworn Officer's Oath of Office or credibility in court. Not be on any form of probationary status of employment or performance improvement plan related to job performance that does not meet all Department standards and expectations at the "meets" or "satisfactory" level. Willingness to be on call to report for duty due to staffing needs and/or emergency situations

ADDITIONAL DESIRED QUALIFICATIONS

Associate's degree or above. Two (2) or more years' law enforcement experience with a local, county, state, or federal agency. Training or certification in NIMS (National Incident Management System). Current certifications in AED-CPR, Basic First Aid for First Responders, EMT.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the geography of the Town of Canaan, NH. Knowledge of modern police and security practices, techniques, and methods; knowledge of the policies and procedures of the Department; knowledge of controlling laws, ordinances, and court decisions, particularly concerning investigation and evidence; knowledge of crime scene interpretation and safe-guarding and preservation of evidence. Knowledge of NH motor vehicle laws, criminal laws, arrest procedures, evidence preservation, investigative techniques, court room demeanor and protocol. Demonstrated skill in the use of mobile and portable radios, recording equipment, fax machine, photocopier, etc. Knowledge of First Aid techniques. Skill in the use and care of, and the ability to utilize a firearm, patrol rifle, shotgun, and other defensive tools such as handcuffs, impact weapons, preliminary breath testing devices, TASER, and aerosol restraint spray. Skill in the use of a semi-automatic defibrillator and first aid equipment. Above average knowledge of and demonstrated experience in the use of computers (desktop, laptop, MDT) equipped with standard office software, to include Microsoft Office Suite and RMS software. Ability to use radio communication equipment, digital, instant, 35 mm, in-car, and body-worn video cameras and in-car audio equipment. Ability to communicate effectively and coherently in English over law enforcement radio channels while initiating and responding to radio communications. Ability to load, unload, aim and fire from a variety of body positions handguns, shotguns, and other Department issued firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards. Ability to operate a fire extinguisher and other appropriate means to extinguish small fires. Excellent customer service and interpersonal skills. Ability to effectively communicate with people, particularly juveniles, in order to obtain information through interview and interrogation, and to deal firmly and courteously with the public; ability to analyze situations quickly and objectively and to determine proper courses of action; ability to provide positive and corrective feedback without adding or omitting information based on emotionally stressful situations. Ability to exercise good judgment and operate under stressful or emergency conditions. Ability to develop and maintain effective working relationships with peers, superior officers, other Town officials, law enforcement officers from local, county, state and federal agencies, civic leaders, citizen groups and the general public. Ability to work without close supervision and to make proper independent decisions. Ability to speak and write clearly, concisely, intelligently, and understandably in English. Ability to be on call to report for duty due to staffing needs or to respond to police emergencies.

REQUIRED TRAINING

Must attend and successfully complete the basic NHPSTC police certification course within one (1) year of appointment unless there is no scheduled class within that time frame; and successfully complete the Department's Field Training & Evaluation Program. If the candidate fails to successfully

complete either requirement, the individual's employment with the Town will be terminated.

ENVIRONMENTAL CONDITIONS & PHYSICAL REQUIREMENTS

[The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

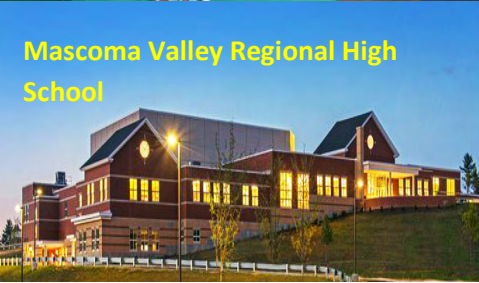
For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Required to use hands and fingers to handle and feel objects, tools, or controls; required to reach with hands and arms. Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. The nature of the position requires the employee to be in, and maintain, sound physical condition, and attendance to annual re-certification training program(s) is required. Works in an environment that consists of approximately 80% outside duties and 20% inside duties. Work is performed in a variety of environmental conditions, including heat, cold, wet, slippery, noisy, etc. Employee may be exposed to toxic fumes, chemicals, and substances, fuels, and fluids, as well as grotesque sights and smells associated with major trauma. Tasks and procedures performed in some emergencies may involve risks classified by Center for Disease Control as Category I, Category II, and Category III. Work may involve emotional stress and hazards of disability or even death when pursuing those suspected of a crime. Must be able to frequently perform the following essential activities:

- Reach below, at, and above shoulder height
- Lift and/or carry up to 50 lbs.
- Climb through openings, up or over obstacles
- Move through/in confined areas; move heavy objects or persons
- Handcuff passive & resisting suspects/prisoners
- Jump across obstacles, down from elevated surfaces
- Physically push/pull movable objects (including vehicles); pull self over obstacles
- Run after fleeing suspects; run up stairs
- Sit for 20% or more of the work shift
- Stand, walk, drive/ride in a motor vehicle continuously for more than 80% of the work shift
- Subdue a person resisting arrest
- Wade through marshes or waterways
- Engage in physical altercation with person larger/stronger and with no assistance available
- Physically disarm a person threatening with knife/club.
- Engage in activities that require average to above average strength, cardio fitness, range of motion

RESIDENCY REQUIREMENT

Must live within fifteen (15) driving miles of the Canaan town line or they will be required to stay somewhere within that radius at their own expense. Relocation assistance may be available. (October 2021)

Welcome to Canaan!



Mascoma Valley Regional High School



Cardigan Mountain School

