



Town of Moultonborough
6 Holland Street - PO Box 139
Moultonborough, NH 03254
(603) 476-2347 * Fax (603) 476-5835

POSITION VACANCY ANNOUNCEMENT

<u>Position Title</u>	<u>Labor Grade</u>	<u>Starting Salary Range</u>	<u>Department/ Division</u>	<u>Posting Date</u>	<u>Work Shift</u>
Police Officer	XII	\$22.91	Police	2020-02	Varies

SPECIAL INSTRUCTIONS:

The Moultonborough Police Department is actively seeking candidates to fill present and future vacancies for full time patrol officer position(s). Join the team of dedicated professionals in this community oriented, law enforcement agency serving a population of 4,000 year-round to 24,000 seasonal residents. Located in the northern Lakes Region of NH on Winnepesaukee and Squam Lake, a short drive from the White Mountain National Forest.

Successful candidate(s) will be at least 21 years of age, U.S. citizen, high school graduate or equivalent, have a current driver's license, ability to pass a comprehensive physical agility, background investigation, psychological and polygraph examinations. Those without current NH certification are encouraged to fully explore requirements, including the NH Police Standards & Training Council's physical agility test before applying ([Frequently Asked Questions | New Hampshire Police Standards and Training Council](#)). Special incentive package will be offered to an individual who is hired and possess a current full time NHPSTC certification.

Applications are available at www.PoliceApp.com/MoultonboroughNH. Position(s) open until filled. EEO Employer.

Walter P. Johnson /s/ Town Administrator

Please visit the specific department's webpage for additional information and scroll down for a complete job description.

GENERAL SUMMARY

Responsible for general duty and investigative police work. A Patrol Officer preserves the peace; protects life and property; prevents and detects crimes; enforces laws and ordinances; and maintains a public service approach towards the community. Work is performed in accordance with departmental rules, regulations and policies and normally consists of patrol, preliminary investigation and traffic enforcement duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols assigned area, by foot, bike or in motorized police equipment to aid in preventing crime and to enforce Federal, State and Town laws and regulations.
- Observes, reports and acts upon conditions conducive to crime and danger such as checking buildings for security, assisting other officers on traffic stops and checking suspicious persons and vehicles. Reports traffic hazards and directs pedestrian and vehicle traffic flow when necessary; disburses unruly crowds at public gatherings.
- Takes command at scene of crime or accident until relieved by a commanding officer; administers first aid and/or requests medical service as necessary; takes statements, interviews victims and witnesses; assesses situation and determines appropriate response; records vital information regarding causes and circumstances, including taking photographs and measurements; documents evidence.
- Determines the nature of a call; investigates the circumstances and takes any necessary and prudent action, such as making arrests and transporting prisoners. Searches prisoners, collects personal effects and assures proper receipting and safeguarding of personal effects.
- Physically detains law violators or those who may be resisting arrest as required. Activity may require physically subduing suspect, pursuing fleeing suspects or using deadly force to protect self or others.
- Provides assistance to the public in emergency and non-emergency situations. May perform rescue operations. Performs crisis intervention in sensitive situations such as family disputes. Provides general information to the public on laws and ordinances. Assists persons with complaints and inquiries or directs them to the appropriate authorities.
- Serves and enforces civil process issued by the courts to include restraining orders, orders for protection, no contact orders, anti-harassment orders and subpoenas; serves arrest and search warrants.
- Prepares a variety of clear and accurate records and reports, such as reports on arrests, property impounded, accidents, offenses and damage to property.
- Conducts investigation assignments of suspected illegal activity or follow-up investigations of criminal cases; gathers information by interviewing and obtaining the statements of victims, witnesses, suspects and/or confidential informers and collects, preserves and documents evidence. May also conduct specialized investigation in areas of narcotics and sex offenses; may be assigned to detective, traffic, LEED or field training duties.
- May assist in preparing criminal cases for prosecution; interacts with prosecutors, attorneys and court officials; testifies in court as required.
- Maintains proficiency in the use of all related police equipment.
- Maintains knowledge of all laws and ordinances.
- Cleans and maintains department vehicles, equipment and building as necessary.
- Assists and cooperates with other law enforcement and public safety agencies.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

21 years of age, U.S. citizen, High School Diploma or GED equivalent is required.

Preference is given to those with experience.

Knowledge, Skills and Abilities

- Knowledge of current principles, practices and techniques of law enforcement and crime prevention, including patrol, traffic, investigation, juvenile delinquency and support services, and knowledge of federal state and town laws and ordinances pertaining to the apprehension, arrest and prosecution of persons.
- Ability to exercise sound judgment in emergency situations, and to establish and maintain effective working relationships with Town staff, public officials, other agencies and the general public is required.
- Ability to acquire knowledge of street systems and physical layout of the town is required.

- Ability to keep records and make reports is required.
- Excellent moral character, good powers of observation and memory are essential.

SUPERVISION EXERCISED

None.

LICENSING AND CERTIFICATION

Valid Driver's License and Certifications as a NH Police Officer.

TOOLS AND EQUIPMENT USED

Police cruiser, radios, radar, handgun and other firearms, Taser, baton, handcuffs, bulletproof vests, breathalyzer/intoxilyzer, first aid equipment to include automated external defibrillator, fire extinguisher, jimmy, flares, pepper spray, animal control equipment, investigating equipment including cameras, blood evidence tubes, fingerprinting apparatus and other evidence collecting materials, computers, Body Worn Cameras and other general office equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand, walk and run; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, see and hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Pursuit situations and other duties may require significant physical agility and may expose incumbent to great physical and mental stress. Physical health, strength, stamina, and agility to meet the physical demands of police work are required. These demands are subject to physical agility testing of Police Standards and Training as required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed physical violence, fire arms, explosives and vibrations; to fumes or airborne particles; blood and air borne pathogens and other diseases, toxic or caustic chemicals; outside weather conditions and physical hazards from traffic and accidents, emotionally upset people, contact with death and other emotionally stressful situations. The noise level in the work environment may be very loud.

Police Officers perform duties under extremely hazardous conditions that can present high stress and threat to personal safety. Police Officers are subject to physical threat from unruly and dangerous individuals, criminals, animals, unsafe building sites and gunshots and may require extending work schedule during periods of emergency.

Moultonborough Community Charter

We, the community of Moultonborough, affirm the existence of the following ethical ideals:

**Respect
Responsibility
Integrity
Compassion
Moral Courage**

Therefore, we encourage all members of our community to embrace, practice, promote and uphold these ideals.

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 job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**FOR ADDITIONAL INFORMATION INQUIRE WITH THE ADMINISTRATION OFFICE
AT: (603) 476-2347**

GENERAL PROVISIONS

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

"An Equal Opportunity Employer"