MILFORD POLICE DEPARTMENT

	DATE OF ISSUE:	EFFECTIVE DATE:	REVISED DATE:
GENERAL ORDER NO. Job Descriptions			
SUBJECT: Job Description – Patrol Officer			
ISSUING AUTHORITY: CHIEF MICHAEL J. VIOLA	Page 1 of 3	____NEW __AMENDS ____RESCINDS	

Summary

A Patrol Officer shall be responsible for the performance of required law enforcement duties in conformance with the rules, regulations, and general orders of the Milford Police Department. A Patrol Officer is responsible for the enforcement of federal statutes, state statutes, motor vehicle laws, local ordinances, and a variety of other tasks designed to preserve peace as well as order and at the same time protect lives and property within the Town of Milford. The Patrol Officer works under the general supervision of the Patrol Sergeant.

General Duties and Responsibilities

1. Patrol an assigned sector in a police vehicle or on foot.
2. Answer both routine and emergency calls for service.
3. Assist victims of crime, as well as advise citizens and crime victims about crime prevention and techniques.
4. Enforce motor vehicle laws, criminal laws, and municipal ordinances.
5. Enforces and serves court documents.
6. Conduct preliminary and follow up investigations.
7. Respond to and investigate motor vehicle crashes.
8. Direct traffic to ensure a safe and efficient flow.
9. Make physical custody arrest, forcibly if necessary, utilizing handcuffs and/or other restraints.
10. Provide emergency first aid to ill and/or injured persons.
11. Preserve the peace at private and public gatherings, neighborhood disputes, and domestic calls for service.
12. Conduct security checks of businesses and homes.
13. Prepare and submit reports necessary in the performance of their duties.
14. Testify at court as well as at other administrative hearings.
15. Review reports and consult with a prosecutor, if needed, prior to testifying in court.
16. Conduct crime scene searches and collect physical evidence.
17. Cleans, inspects, and maintains weapons, uniforms, and equipment in a functional and presentable condition. In conjunction with this, they will also report any deficiencies and/or damages to their supervisor.
18. Enforce parking regulations.

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19. Transport detainees to the police station, the court, and/or other detention facilities.
20. Place, guard, transfer and release detainees as required.
21. Perform directed patrol assignments for motor vehicle enforcement, crime related issues, town ordinance violations, and crime prevention measures.
22. Perform service functions and provide information to assist citizens when requested to include, but not limited to: lockouts, directions, escorts, etc.
23. Counsels both juveniles and adults, when needed.
24. Assist troubled motorist
25. Report hazardous road conditions to proper authorities.
26. Assist fire/rescue personnel.
27. Be directly responsible to the shift supervisor or Officer in Charge during tour of duty.
28. Perform any other duties as assigned by the Chief of Police or designee

Additional Duties

Patrol Officers may be given one or more additional duties by competent authority in addition to regular patrol duties. These assignments include, but are not limited to, Detective, School Resource Officer, Juvenile Officer, Accident Reconstruction Investigator, Field Training Officer, Mountain Bike Officer, Motorcycle Officer, K-9 Officer.

Knowledge, Skills, and Abilities

In order to perform the above duties, the patrol officer, upon completion of basic law enforcement training, must possess and maintain the following knowledge, skills and abilities:

1. Thorough knowledge of departmental rules, regulations, and general orders.
2. Thorough knowledge of local, state, and federal laws/ordinances.
3. Working knowledge of modern law enforcement techniques, methods, practices and procedures and the ability to implement the same.
4. Thorough knowledge of the geographical layout of the Town of Milford.
5. Working knowledge of the department's computer system.
6. Proficiently skilled in the use of department issued firearms and other weapons used in law enforcement practices.
7. Ability to operate the department's two way radio equipment, with a working knowledge of the department's codes and procedures.
8. Ability to operate the department's vehicles in both normal and emergency situations.
9. Ability to operate any other devices used in everyday law enforcement.
10. Ability to communicate effectively and clearly in both written and oral communications.
11. Ability to act quickly and effectively in emergency situations.
12. Ability to exercise sound judgement in normal and emergency situations.
13. Ability to prepare clear, comprehensive and accurate reports/records of law enforcement activities.

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14. Ability to maintain an effective working relationship with other officers, other law enforcement agencies, and the general public.
15. Ability to cope with stressful situations.
16. Ability to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, when force may be used and to what degree.

Minimal Qualifications for Patrol Officer

1. Be a United States citizen.
2. Be a minimum age of 21 upon graduation of the New Hampshire Police Academy.
3. Possess a high school diploma or GED.
4. Pass a written and oral examination.
5. Pass extensive background and criminal history checks/investigations.
6. Pass medical examination, psychological examination, physical fitness test, and polygraph examination.
7. Possess a valid motor vehicle operator's license.
8. Must meet all the department and State of New Hampshire Police Training and Standards certification requirements.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

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Signature   Date