



E. Neill Cobb
Chief of Police

Sunapee Police Department

P.O. Box 91
Sunapee, New Hampshire 03782
Telephone 603-763-5555
Fax 603-763-4771



TOWN OF SUNAPEE PART-TIME POLICE OFFICER

Are you considering starting a Criminal Justice career in the field of New Hampshire Law Enforcement? The Sunapee Police Department has that opportunity for you. The Sunapee Police Department is seeking to fill a Part-Time Police Officer vacancy.

The Sunapee Police Department offers an exciting and challenging experience for all who are interested. The Town of Sunapee is a seasonal, resort community consisting of 3,300 full-time residents and close to a total of 7,500 residents during the summer months. The Town of Sunapee is home to New Hampshire's 5th largest lake, being Lake Sunapee. The Sunapee Police Department offers a uniform patrol of both land and water.

Part-Time Police Officers work as needed, assisting the full-time staff during the busy seasonal times of year and fill temporary vacancies of our full-time officers, covering vacations, sick days, traffic, and special details.

We provide the training, certification, and experience to get you started as a Police Officer. Certification starts through New Hampshire Police Standards as a Part-Time Police Officer. Additionally, we provide an extensive on-the-job field training program that prepares the officer for the demands of police work in the Town of Sunapee. The Town of Sunapee is an Equal Opportunity Employer.

Minimum qualifications: High School Diploma or GED. Associates or Bachelor's Degree in Criminal Justice or related field, or completion of college courses, military duty, or relevant work experience preferred, but not required. Previously full-time certified officers are also preferred, but not a must. If not previously certified, applicant must have the ability to receive a certification from NH Police Standards & Training Council (NHPSTC) within one (1) year of hiring. Applicant must meet the physical requirements as established by the NHPSTC and must pass a psychological and background investigation as well as an oral board interview. Position will remain open until filled. Interested persons are asked to send a resume with a cover letter to:

Chief E. Neill Cobb
Sunapee Police Department
PO Box 91
Sunapee, NH 03782

Or email to: e.neill.cobb@sunapeepd.com

**Town of Sunapee
Position Description**

Job Title:	Part-Time Police Officer	FLSA Status:	Non-Exempt
Department:	Police	Pay Grade:	7
Reports To:	Sergeant	Date:	March 2023

PART-TIME POLICE OFFICER

GENERAL SUMMARY

This is an entry level law enforcement position responsible for general duty and investigatory police work. An individual holding the rank of Part-Time Police Officer shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and general orders specified by the department policy manual; shall generally be assigned as a uniformed patrol officer. Responsibilities include community-policing efforts, identifying criminal activity, and apprehending offenders, participating in court proceedings, aiding individuals, report writing, evidence collection, interviewing, directing traffic, and maintaining a sense of security in the Town of Sunapee. A Part-Time Police Officer with an active certification as a Full-Time Police Officer with a previous law enforcement agency in New Hampshire may also be required to carry out duties and responsibilities of any of the following assignments within the Police Department – Field Training Officer, Firearms Instructor, Physical Fitness Instructor, Crime Prevention Officer, Defensive Tactics Instructor, Accident Investigation Specialist, Vehicle Maintenance Officer, etc.

ESSENTIAL DUTIES & RESPONSIBILITIES

[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.]

- Perform patrol, preliminary investigation, and traffic enforcement duties in accordance with Departmental general orders.
- Patrol the community by car, on foot, by boat, ATV/OHRV or bicycle.
- Respond to radio dispatches and communicate over the radio.
- Respond to requests for assistance, investigate criminal activity, apprehend criminals, and enforce laws and ordinances.
- Conduct building and residence security checks; check schools, parks, and playgrounds.
- Report nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area.
- Evaluate emergency situations. Perform complex tasks during life threatening emergencies.
- Effectively render aid to the public in routine and emergency situations.
- Exercise authority consistent with the obligations imposed by the oath of office and is accountable to superior officers. Promptly obey legitimate orders.
- Participate in community policing initiatives as may be assigned by a Supervisor.
- Communicate to superiors and to fellow officers all information obtained which is pertinent to police activity. Coordinate efforts with other members of the department.
- Interview witnesses, protect and preserve accident and criminal scenes for investigation.
- Conduct and assist in conducting investigations.
- Participate in legal searches and surveillance activities.

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- Break up large parties in which alcohol is being illegally served and/or underage drinking parties.
- Preserve the peace at public gathering neighborhood disputes, and domestic disputes.
- Exercise discretion in the use of force consistent with the Department's Use of Force policy.
- Make arrests. Serve warrants, subpoenas, and other court orders.
- Attend trials and hearings and give testimony in court.
- Direct traffic; investigate traffic accidents and aids injured persons.
- Transport, process, and care for prisoners in the Department's holding cell.
- Complete detailed reports on all law enforcement activities crimes, vehicle accidents, and other incidents requiring police attention. In cases where an arrest is made, submit an Arrest Report along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, complete supplemental investigation report and properly identify the property.
- Secure property that has been found or abandoned and property related to crimes or prisoners.
- Assist the general public, provide information, and give directions.
- Investigate all complaints that come to his/her attention.
- Observe, report, and act on conditions conducive to crime and danger.
- Take suitable action and inform interested parties of the laws relative to the particular complaint or incident.
- Ensure that all department equipment used is maintained and operating properly.
- Maintain morale, loyalty, and esprit de corps.
- Participate in formal training programs and receives continuing on-the-job training in law enforcement techniques and procedures, departmental organization, rules, policies, and related laws, use, care and maintenance of assigned equipment, including vehicles and firearms, as well as a variety of specialized equipment.
- Perform other related work as required or requested by a superior officer.

SUPERVISION RECEIVED

Works under the general supervision of the Lieutenant, and Chief of Police and the direct supervision of the Sergeant who outlines departmental policy, training, and makes work assignments. Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the Officer may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor. Work is reviewed through one-on-ones, observations, and yearly performance reviews. The Supervisor makes assignments by defining objectives, priorities, and deadlines; assists the Officer with unusual situations that do not have clear precedents. The Officer plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements.

SUPERVISION EXERCISED: Part-Time Police Officers will usually be given basic patrol and investigation assignments which will limit their supervisory responsibility. However, as directed by the Chief of Police, they may exercise limited supervision over probationary Police Officers during the Field Training & Evaluation Program if assigned as a Field Training Officer, as well as over other non-sworn civilian employees depending upon their assignment. Part-Time Police Officers may assist a Full-Time Police Officer with extra assignments depending on his/her training and experience, and may serve as the initial on-scene Incident Commander until relieved by a Full-Time Police Officer or other ranking superior officer.

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COMPLEXITY/SCOPE OF WORK: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability or acceptability of further processes or services.

PERSONAL CONTACTS: Contacts are typically with Department personnel, other Town employees and elected officials, prosecutors, judges, attorneys, school administrators, clergy, business owners, citizens, suspects, and representatives of other law enforcement agencies. The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. The purpose is to influence, motivate, interrogate, or control persons or groups. At this level the persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the Officer must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

MINIMUM QUALIFICATIONS

Education & Experience

- Age eighteen (18) at time of employment
- No felony convictions
- High school diploma or equivalent
- U.S. citizenship
- Possession of a valid motor vehicle operator's license
- Sufficient physical abilities to perform the essential functions/duties of the position
- Certification as a part-time or full-time Police Officer by the New Hampshire Police Standards and Training Council within one (1) year of hiring.
- Shall not at any time have been or currently be listed on an Exculpatory Evidence Schedule (EES) submitted by a Chief of Police or Chief of Police 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 as a result of sustained complaints
or formal disciplinary actions.

Knowledge, Skills & Abilities

- Working knowledge of modern police science techniques, methods, and procedures and the ability to carry out same; knowledge of federal, state, and Town laws and ordinances, court decisions relative to police officer enforcement abilities and restraints; rules of evidence, laws of arrest, search and seizure, New Hampshire traffic laws, and court procedures.

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- Knowledge of the geography and population patterns of the Town and adjoining towns.
- Knowledge of basic computer functions and computerized record-keeping systems.
- Ability to analyze situations quickly and objectively to determine the proper course of action to be taken.
- Ability to utilize self-defense techniques and equipment, restraining devices, and firearms.
- Ability to operate motor vehicles under routine and emergency situations.
- Ability to establish and maintain effective working relationships with fellow Officers, other law enforcement agencies, Town employees and agencies, fellow employees, and the general public; ability to operate department equipment.
- Ability to utilize computer equipment and sufficient keyboard skills to be proficient in report writing.
- Ability to project confidence, self-assurance, and certainty to the public.
- Ability to project a neat, professional appearance to the public.
- Ability to communicate clearly, both verbally and in writing.
- Emotional stability and the ability to cope with stressful situations and confront hostile persons.
- Skill in interviewing and information gathering.
- Ability to learn, understand, interpret and follow federal, state and local laws, court decisions and Departmental rules and regulations.
- Ability to interpret and apply policies, regulations, and procedures.
- Ability to take corrective criticism.
- Ability to prepare accurate and informative reports.
- Ability to learn to use firearms, motor vehicles, cameras and other specialized equipment safely and accurately.
- Ability to act with tact and impartiality.
- Ability to perform work that requires good physical conditioning.
- Ability to demonstrate keen powers of observation and memory.
- Ability to obtain and maintain all operator licenses and certifications or permits for equipment used, such as radar, breathalyzer, etc.
- Ability to meet and maintain established standards of physical endurance, agility, health, and vision.
- Physical capabilities sufficient to engage in confrontational arrest situations involving persons who may resist under a variety of circumstances. Physical capabilities to subdue attacking persons as well as the physical capabilities to chase, apprehend, and restrain individuals consistent with the enforcement of the law and apprehension of criminals. Physical capabilities sufficient to engage in activities that require greater than average strength, cardiovascular fitness, and range of motion.

ADDITIONAL DESIRED QUALIFICATIONS: Associates or Bachelor's degree in Criminal Justice or related field. Completion of college courses, military duty, or relevant work experience.

TOOLS & EQUIPMENT USED: Police cruiser, portable and mobile radios, hand-held radar gun, handgun and other firearms, baton, handcuffs, bulletproof vests, body-worn and in-car/MVR camera systems, breathalyzer/intoxilyzer, first aid equipment to include automated external defibrillator, fire extinguisher, jimmy or similar vehicle unlock kits and tools, flares, pepper spray, animal control equipment, investigating equipment, including cameras, blood evidence tubes, fingerprinting apparatus, other evidence collecting materials, mobile digital terminals, desktop computers, 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

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functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

The work requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.

PRIMARY PHYSICAL REQUIREMENTS	FREQUENCY
Lift 11 to 25 lbs.	Frequently required.
Lift 26 to 50 lbs.	Frequently required.
Lift over 50 lbs.	Occasionally required.
Carry up to 10 lbs.	Frequently required.
Carry 11 to 25 lbs.	Frequently required.
Carry 26 to 50 lbs.	Occasionally required.
Carry over 50 lbs.	Rarely required. Assistance may be available.
Reach above shoulder height.	Frequently required.
Reach at shoulder height.	Frequently required.
Reach below shoulder height.	Frequently required.
Push/Pull.	Frequently required.

OTHER PHYSICAL CONSIDERATIONS	FREQUENCY
Twisting.	Frequently required.
Bending.	Frequently required.
Crawling.	Rarely required.
Squatting.	Occasionally required.
Kneeling.	Frequently required.
Crouching.	Rarely required.
Climbing.	Occasionally required.
Balancing.	Frequently required.
Running.	Occasionally required.

WORK SURFACES: Standard office desk and chair; vehicle; concrete, asphalt, tile and carpeted surfaces; rough, wet and slippery terrains. Same as Full-Time Police Officer.

HAND MANIPULATION	FREQUENCY
Grasping.	Occasionally required.
Handling.	Frequently required.
Torquing.	Occasionally required.
Fingering.	Frequently required.

CONTROLS & EQUIPMENT: Two-way radio, motor vehicles, firearms, Less Lethal Weapons, restraint equipment, telephone, computer, calculator, measuring devices, technical equipment, AED, PBT device, radar/Lidar, copy and FAX machines.

COGNITIVE & SENSORY REQUIREMENTS	NEED
Talking.	Necessary for communicating with others.
Hearing.	Necessary for receiving reports and instructions.
Sight.	Necessary for doing job effectively and correctly.

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Tasting and Smelling.

May be needed to detect fuel leaks, smoke, intoxicated individuals, etc.

WORK ENVIRONMENT: The work involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g., working under extreme outdoor weather conditions, subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled). Work consists of 5% inside/administrative duties and 95% outside duties.

SUMMARY OF OCCUPATIONAL EXPOSURES

May be exposed to toxic fumes, chemicals and substances, fuels and fluids.

Bloodborne Pathogens.

Tasks and procedures performed by employee involve risks classified by the Center for Disease Control as:

Category II (Activity performed without blood exposure may occur in emergency)

Category III (Task/activity does not entail predictable or unpredictable exposure to blood)

This position typically does not involve Category I exposure risk, however, if employee is trained in first aid, some emergency procedures may entail Category I exposure risks.

EXPECTATIONS OF ALL EMPLOYEES:

An employee's job performance must support and exhibit the Department's standards by demonstrating the following.

Integrity – We respect the law and the human dignity of all people. We will adhere to the highest ethical standards and accept responsibility for our decisions and actions. We will adhere to the highest ethical standards and accept responsibility for our decisions and actions.

Service – We will strive to be responsive to and improve the quality of life in our community by providing a safe environment for all. We are committed to protecting life and property and reducing fear, and will promote a safe community through developing a partnership with residents and visitors to prevent and solve crime.

Fairness – We are dedicated to protecting the rights of all people. We believe that all people deserve impartial, effective, and efficient police services. We recognize that enforcement can and should co-exist with empathy, compassion, and kindness. We will treat the public and our colleagues with courtesy and respect.

Professionalism – We will be firm and consistent in the performance of our duties and responsibilities. As positive role models, we will take pride in maintaining the quality of our services through our performance, appearance, and continued education and training.

NON-DISCRIMINATION STATEMENT: The Sunapee Police Department is committed to diversity and inclusion with adherence to high ethical standards. It is the policy of the Department not to discriminate in the treatment of, or access to, or employment in, its programs, services or activities on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation or disability, except when such factor is a bona fide occupational requirement.

**Town of Sunapee
Position Description**

Approval

Date

I have had the opportunity to read this position description and understand its contents.

Employee Signature

Date

(Print Name)