

## PUBLIC SAFETY OFFICER V (Police Officer)

### Function of Job:

Under general supervision of designated supervisor, perform law enforcement work concerned with protecting the lives and property of the public, maintaining law and order, detecting and apprehending suspects in criminal cases, crime prevention, community relations and educational programs/activities.

### Characteristic Duties and Responsibilities:

1. Perform varied and diversified duties involving the patrol of assigned area, buildings, streets and grounds, with responsibility for enforcing and carrying out motor vehicle and criminal laws, policies, rules and regulations of the University Police Department, the University System of New Hampshire, federal, state and local laws and ordinances.
2. Make frequent contacts with the general public and other law enforcement officers requiring diplomacy to obtain information vital in the development and preparation of cases, accident investigations, and review.
3. Considerable physical effort required in travel/patrol; duties may demand continuous standing, walking, and occasional strenuous positions while performing duties under varying climatic conditions with exposure to accidents or occupational hazards that may result in total disability or loss of life.
4. The ability to perform with proficiency the following categories:
  - Constitutional law
  - Arrest and detention activities
  - Search and Seizure: within investigation, arrest and warrant execution.
  - Civil disorders: Control unruly crowds, hostile person(s)
  - Civil process: enforce orders and service process
  - Verbal skills: Deescalate agitated person(s)
  - Court and UNH administrative actions to include preparing complaints and warrants.
  - Crime Prevention: assess and correct personal/facility risks and organize crime prevention programs.
  - Investigations to include collecting intelligence and evidence, interviewing and searches.
  - Traffic Enforcement: motor vehicle, parking, DWI laws, and traffic control and direction.
  - Report Writing: Complete/review police reports, forms, statements, and memos
  - Juvenile Activities: Complete juvenile reports/petitions; interact with juveniles, parents, schools, judges and DCYF.
  - Accident Investigation: Secure scene, investigate accident, complete reports
5. Use of Force: exercise discretion under state and federal law in the use of force, use deadly or non-deadly force, use physical force, deescalate volatile situations, clean and inspect weapons.
6. Operate law enforcement and job-related equipment.
7. Perform duties at special events.
8. Perform related duties as assigned.

### Minimum Acceptable Qualifications:

1. High school graduation or equivalent.
2. Must be 21 years of age at time of appointment.
3. Ability to project self assurance and certainty, project a positive first impression, express self in writing, react and cope with stressful situations, and evaluate a situation with common sense.
4. Demonstrated organizational ability.
5. Demonstrated ability to react responsively in emergency situations.
6. Effective oral and written communication skills.
7. Must qualify annually with designated department weapons based upon the New Hampshire Police Standards and Training Council Standards.
8. Excellent progressive work history.

9. Successful completion of a physical examination and fitness agility test based on the entrance standards as determined by New Police Standards and Training to determine sufficient strength and physical dexterity to perform the duties and responsibilities of this position.
10. No criminal record other than minor motor vehicle violations.
11. Be even tempered and have a positive attitude with co-workers and community
12. Must possess a valid New Hampshire Driver's License.
13. Certification as a full-time police officer by the New Hampshire Police Standards and Training Council or ability to receive certification within one year of appointment.
14. Resourcefulness, tact and skill in dealing with general public and distressed individuals.
15. Successful completion of a Written test, Oral Board examination, and Administrative Review/Board, Physical Agility test.

Additional Desirable Qualifications:

1. Degree in Criminal Justice from an accredited college/university.
2. Experience as a Police Officer with a Campus Law Enforcement Agency
3. Possess valid New Hampshire Motorcycle license.
4. Experience as a full-time or part-time certified police officer with a City/Town/County or State law enforcement agency
5. Knowledge of law enforcement, Safety Services and Communication Services practices, technology and methodology.
6. Demonstrated knowledge of Police Department rules and regulations; practices and standards, NH motor vehicle, criminal, arrest, juvenile and case law, court decisions, the Clery act, FERPA, HIPPA, accepted police procedure, campus and host town geography, strong knowledge of community members.
7. Demonstrated skill in the use and care of law enforcement and job-related equipment.

11/16/09 \_\_\_\_\_

System Approval

11/16/09 \_\_\_\_\_

Effective Date

\* Revised - Original approved 2/20/75 as "Police Officer I" and revised 10/14/77, 2/20/79, 2/14/83, 10/1/85, 12/20/85, 4/30/93, and 8/11/94 as "Public Safety Officer V".

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**