

Tilton Police Department

P.O. Box 292
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Tilton, NH 03276
(603)-286-8207

Number: 104-a

Subject: Job Descriptions

Approved by: Chief Robert L. Cormier

Effective Date: 09/18/2009

Note: This written directive is for the internal governance of the Tilton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

This amendment shall supersede any previous policy or standard operating procedure and shall be effective once signed by the Chief of Police.

I. Chief of Police

Job Summary: Chief administrator of the department, responsible for the policy development, controls, supervision, and program implementation of the department. Primary duty is the management of the police department. The Chief of Police is accountable for the effective delivery of police services to the community.

Supervision Received: Under the general administrative direction of the Board of Selectmen, the Chief of Police operates with considerable independence and personal judgment. Work is reviewed through conferences, reports, and departmental performance.

Supervision exercised: Supervises directly, or through subordinate supervisors, and a staff of law enforcement, dispatch and clerical personnel. Responsible for the hire, evaluation, discipline, and separation of personnel, subject to the approval of the Board of Selectmen.

Examples of duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all the duties which may be found in this position.)

1. Establishes department goals, objectives, policies, regulations, and procedures based upon the needs of the town and the police department; consults with the administrative assistant and Board of Selectmen on any major policy changes; continually evaluates the effectiveness and responsiveness of the department.
2. Directs, coordinates, and keeps apprised of all department procedures, practices, and functions, establishes and maintains formal channels of

- communication through which information must flow and specific authority is delegated; takes necessary steps to improve police operations.
3. Evaluates or provides for the evaluation of all police personnel in order to ensure that the proper proficiency is maintained. Personally or with supervising officers, deals with problems in assignments, discipline, morale, training, and any other problem affecting a member of the department.
 4. Cooperates with other town, county, state and federal law enforcement officials in the apprehension and detention of wanted persons and with other town departments where activities of the police department are involved.
 5. Serves as primary representative of the department with civic organizations, public interest groups, elected representatives, schools, etc. by attending meetings related to public safety problems and enforcement; appears before state, county and municipal governing bodies; to present testimony on proposed statutes, bills ordinances and regulations affecting the police department.
 6. Oversees the preparation of and final product and control of the department's operating budget, determines from input from subordinates if the overall appropriation is adequate to meet needs; requests appropriation of needed funds through town's budgetary process.
 7. Advises and assists department personnel in non-routine investigations and personally participates in more difficult police problems when necessary.
 8. Oversees departments overall training program ensuring that all training activities are consistent with department goals and objectives; also ensures that proper management and training is provided to all supervisory personnel.
 9. Performs other related duties as required.

Knowledge, Skills and Abilities required: Extensive knowledge of the principles and practices of modern police administration and police methods; extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; ability to plan, organize and direct the work of the personnel of the police department who perform varied operations connected with police activities; to develop proper training and instructional procedures, and to maintain a high level of discipline and morale; ability to establish and maintain effective working relationships with other town officials, county, state and federal authorities, civic leaders, the press and the public; ability to prepare and present effectively oral and written material relating to activities of the police department.

Minimum Qualifications required: A degree in Criminal Justice, Police Administration, or related field with course works in management and budgeting. Ability to receive required certification by the New Hampshire Police Standards

and Training Council. At least ten years progressively responsible experience in law enforcement and crime prevention; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: 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.

1. Employee generally works 90% indoors and 10% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee occasionally works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

II. Captain

Job summary: A Captain performs highly responsible administrative and supervisory work in planning, organizing and directing the activities of the police department. Performs work of substantial importance to the operation of the department.

Supervision received: Works under the general supervision of the Chief of Police who outlines department policies and regulations. Work is performed independently within established laws, policies and regulations and is reviewed through conferences and reports.

Supervision exercised: Supervision is exercised directly through the Chief of Police over the entire subordinate staff of the entire department; evaluates, and recommends selection, performance and discipline and dismissal of assigned personnel.

Examples of Duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in this position).

1. Plans, organizes and directs the programs and activities of the police department; reviews activities through reports prepared by subordinates, conferences with subordinate supervisors and on site inspection or participation; coordinates department functions with all personnel.
2. Develops staffing and program plans, studies crime and other reports to determine trends and makes recommendations for changes in the organization and operating procedures to obtain the most effective results; and assigns personnel as needed in special or unusual situations.
3. Participates in department policy making; assists the Chief of Police in drafting special orders and operating procedures; assists the Chief of Police in the preparation of the police department operating budget.
4. Evaluates performance, disciplines (subject to the approval of the Chief of Police) and participates in selection of personnel assigned to the department; ensures that all personnel are receiving adequate training to accomplish their tasks and recommends specific individual training as needed.
5. Oversees the activities of the department's clerical personnel involved with the receipt, preparation and maintenance of various records and reports and related materials; reviews records and reports submitted by subordinate officers for completeness and conformance to regulations.
6. Provides testimony in criminal and administrative hearing; serves as representative of the department and/or for the Chief of Police at various meetings and functions with the public and other public safety organizations; provides assistance to persons who have questions or complaints concerning the department.
7. Performs other related duties as required.

Knowledge, skills and abilities required: Thorough knowledge of modern police practices, techniques and methods. Thorough knowledge of applicable Federal, State and Town laws and ordinances and of departmental policy, procedure, rules and regulation; considerable knowledge of the methods and practices of police administration; ability to analyze complex police problems; ability to plan, organize and direct the work of subordinates and to advise, instruct and train personnel; ability to write and speak effectively; ability to deal with the public firmly and courteously and to establish effective working relationships with the public, news media, town officials and others contacted in the course of work; skill in the use of firearms and police equipment.

Minimum qualifications required: A degree in Criminal Justice, Police Science or related field. Seven years progressively responsible experience in law enforcement, with at least three years at a supervisory level. Possession of Certification by the New Hampshire Police Standards and Training Counsel; possession of a valid New Hampshire Driver's license; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: 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.

1. Employee generally works 80% indoors and 20% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and

then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time

2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee occasionally works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

III. Sergeant

Job summary: Performs responsible administrative and technical supervisory work in commanding departmental police personnel. Performs all patrol and investigative procedures performed by police officers.

Supervision received: With strict adherence to the chain of command, works under the general supervision of the Captain; considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, regulations, and laws, and in meeting emergency situations. Work is performed in accordance with established rules regulations, instructions from the Captain who reviews the work through reports, conferences and observation of police efficiency.

Supervision exercised: Exercises general supervision over uniformed officers or specialized units; provides necessary training instruction and guidance to assigned personnel; reviews and evaluates work being performed, performance and discipline of assigned personnel; evaluates and recommends selection of new employees to Captain.

Examples of duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in this position).

1. May be required to assume command responsibilities for police services of the department; determines personnel and equipment assignments; reviews progress of investigations and determines disposition requirements. May perform all patrol and investigative procedures of a patrol officer.
2. Coordinates, directs and participates in the work of police personnel; ensures all reports submitted in accordance with department regulations and statutory requirements are complete and accurate; may follow-up where additional investigation is needed; interviews and interrogates victims, witnesses and suspected offenders; collects evidence; appears in court to testify in traffic and criminal cases.

3. Supervises special assignment details; directs raids on establishments violating the law. Supervises gathering of intelligence material; coordinates activities with other law enforcement agencies to facilitate the flow of information concerning criminal activity and the cooperative enforcement of State and Federal laws.
4. Organizes and directs traffic regulatory activities; exercises thorough knowledge of State and Federal laws, Supreme Court decisions and Town ordinances, interpreting them to subordinates and the public.
5. Prepares or supervises the preparation and maintenance of specialized records for the department use such as budget requests, schedules, etc.; prepares complaints, arrest and search warrants, etc.
6. Assists police officers in serving warrants, apprehending criminals, conducting raids, controlling mob violence and transporting prisoners.
7. Recommends and or provides training programs; identifies training needs and objectives; constructs lesson plans, evaluates performance progress of subordinates; receives and discusses with police officers problems in discipline, assignments, progress of investigations, report writing, etc.; makes suggestions to the police Captain for improvements in general departmental policies and procedures.
8. Performs other related duties as required.

Knowledge, skills, and abilities required: Considerable knowledge of modern police practices, techniques, and methods; Thorough knowledge of controlling laws, ordinances and court decisions, particularly concerning arrest, search and seizure; thorough knowledge of the geography of the Town and the rules and regulations of the department, ability to plan, assign, and supervise the work of subordinates and command their respect; ability to obtain information through interview and interrogation and to deal fairly, firmly and courteously with the public and subordinates; ability to analyze situations quickly and objectively and to determine proper course of action; ability to speak and write effectively; ability to develop and maintain effective working relationships with employees, town officials, and the public; ability to instruct successfully; skill in the use and care of and the ability to utilize a firearm.

Minimum qualifications required: A degree in Criminal Justice, Police Science or related field. Five years of full-time experience in law enforcement. Possession of Certification by the New Hampshire Police Standards and Training Counsel; possession of a valid New Hampshire driver's license; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: 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.

1. Employee generally works 30% indoors and 70% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

IV. Corporal

Job summary: Performs responsible administrative and supervisory work in commanding an assigned shift of patrol officers. Performs all patrol and investigative procedures performed by police officers.

Supervision received: With strict adherence to the chain of command, generally works under the supervision of the Captain and Sergeant; independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, regulations, and laws, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from supervisors.

Supervision exercised: Exercises general supervision over uniformed officers or specialized units; provides training, instruction and guidance to assigned personnel and reviews and evaluates work being performed, performance and discipline of assigned personnel.

Examples of duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in this position).

1. May be required to assume command responsibilities for police services of the department; determines personnel and equipment assignments; reviews progress of investigations and determines disposition requirements. May perform all patrol and investigative procedures of a patrol officer.
2. Coordinates, directs and participates in the work of police personnel; ensures all reports submitted in accordance with department regulations and statutory requirements are complete and accurate; may follow-up where additional investigation is needed; interviews and interrogates victims, witnesses and suspected offenders; collects evidence; appears in court to testify in traffic and criminal cases.
3. Supervises special assignment details; directs raids on establishments violating the law. Supervises gathering of intelligence material; coordinates activities with other law enforcement agencies to facilitate the flow of information concerning criminal activity and the cooperative enforcement of State and Federal laws.
4. Organizes and directs traffic regulatory activities; exercises thorough knowledge of State and Federal laws, Supreme Court decisions and Town ordinances, interpreting them to subordinates and the public.
5. Prepares or supervises the preparation and maintenance of specialized records for the department use such as budget requests, schedules, etc.; prepares complaints, arrest and search warrants, etc.
6. Assists police officers in serving warrants, apprehending criminals, conducting raids, controlling mob violence and transporting prisoners.
7. Recommends and or provides training programs; identifies training needs and objectives; constructs lesson plans, evaluates performance progress of subordinates; receives and discusses with police officers problems in discipline, assignments, progress of investigations, report writing, etc.; makes suggestions to the police Captain for improvements in general departmental policies and procedures.
8. Performs other related duties as required.

Knowledge, skills, and abilities required: Considerable knowledge of modern police practices, techniques, and methods; Thorough knowledge of controlling laws, ordinances and court decisions, particularly concerning arrest, search and seizure; thorough knowledge of the geography of the Town and the rules and regulations of the department, ability to plan, assign, and supervise the work of

subordinates and command their respect; ability to obtain information through interview and interrogation and to deal fairly, firmly and courteously with the public and subordinates; ability to analyze situations quickly and objectively and to determine proper course of action; ability to speak and write effectively; ability to develop and maintain effective working relationships with employees, town officials, and the public; ability to instruct successfully; skill in the use and care of and the ability to utilize a firearm.

Minimum qualifications required: A degree in Criminal Justice, Police Science or related field. Three years of full-time experience in law enforcement. Possession of Certification by the New Hampshire Police Standards and Training Counsel; possession of a valid New Hampshire driver's license; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: 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.

1. Employee generally works 30% indoors and 70% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.

3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

V. Uniformed Police Officer

Job Summary: Serves as a uniformed police officer performing responsible law enforcement duties, including patrol, investigation, traffic enforcement and control, crime prevention, public relations, and a variety of other duties designed to preserve peace and order and to protect life and property in the Town of Tilton.

Supervision Received: With strict adherence to the chain of command, generally works under the supervision of the Sergeant and Corporal, who make general assignments as to areas to be covered, specific cases to be investigated, etc. Duties are performed independently, must possess sound judgment in meeting emergencies and determining lawful and appropriate courses of action.

Supervision exercised: May be called upon as senior officer to perform general supervision of less senior officers and part-time police officers in the absence of the ranking personnel.

Examples of duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in this position).

1. Patrols all area of the town in an assigned police vehicle or on foot where applicable; checks overall security of vacant homes and buildings; periodically checks business establishments and public places for violations of law and takes appropriate enforcement action; confronts suspicious person and situations and determines appropriate action.
2. Negotiates settlements between emotionally upset and often irrational person involved in domestic disputes, drunkenness, burglaries, larcenies, vandalism, assaults, etc.
3. Receives dispatch orders and responds to calls for service, emergency situations and serious crimes; takes charge of crime scenes until relieved by higher authority, exercises knowledge of state laws, federal laws, supreme court decisions, and town ordinances in determining legal justification for arrest, search, seizure, and protective custody, etc.
4. Directs activities at accident and disaster areas rendering first aid and restoring traffic to normal; investigates traffic accidents. Periodically directs traffic to assure steady flow.

5. Does initial investigations of crimes and or of suspected criminal acts, to identify, locate, apprehend and prepare prosecution of persons charged with committing crimes; examines crime scenes to collect evidence; interviews and interrogates witnesses and suspected offenders; determines the extent of criminal activity and need for further police assistance. Does follow-up when needed or directed.
6. Maintains log of activities; works with other law enforcement personnel to facilitate the flow of information about criminal activity and the cooperative enforcement of town, state and federal laws.
7. Completes and submits all required reports and records in conformance with department regulations and statutory requirements; conducts follow-up investigations on unsolved crimes.
8. Assists the general public in rendering assistance and or direction; may give safety and crime prevention talks to children and civic groups.
9. Testifies in courts as required in traffic and criminal cases and gives sworn testimony at any official board, department or committee hearing. Testifies in ALS hearings.
10. Investigates crimes involving juveniles; investigates reported child abuse; prepares necessary court documentation.
11. Maintains weapons and equipment in accordance with department policy. Inspects assigned vehicles for defects, missing equipment, contraband and evidence; reports defects, damages or irregularities. Operates department equipment such as radar, cameras and Breath-a-lyzer, etc.
12. Performs other related duties as required.

Knowledge, Skills and Abilities required: Working knowledge of modern police practices, techniques, and methods; knowledge of controlling laws, ordinances and court decisions; thorough knowledge of the geography of the Town, and the rules and regulations of the Department; knowledge of crime scene interpretation, safe guarding and preserving of evidence; ability to obtain information through interview and interrogation; ability to analyze situations quickly and objectively and to determine proper courses of action; ability to speak and write effectively; ability to develop and maintain effective working relationships with other law enforcement agencies, other town agencies, fellow employees and the general public; ability to use self defense techniques and firearms.

Minimum Qualifications required: High school diploma or equivalent, with advance study in Criminal Justice, Police Science or related field preferred; experience in law enforcement; possession of Certification by the New Hampshire Police Standards and Training Counsel; possession of a valid New Hampshire operator's license; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: 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.

1. Employee generally works 25% indoors and 75% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

VI. Detective

Job Summary: In addition to performing the duties of the rank of that individual, performs responsible technical law enforcement duties including investigations, surveillances, interviewing and other activities of the police department generally directed towards the suppression of criminal activity in the Town of Tilton.

Supervision received: With strict adherence to the chain of command, works under the general supervision of the Captain who makes general assignments concerning the suppression of criminal activity; may be given specific work

instructions by superior officers but customarily and regularly exercises discretion and independent judgment in determining lawful and appropriate investigative techniques; work is reviewed through conferences, observation of results obtained and evaluation reports.

Supervision exercised: In addition to the rank of that individual, provides direct or general supervision to officers at crime scenes, this supervision is directly related to the assistance required of the uniformed patrolman at the scene.

Examples of duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in this position).

1. Regularly reviews police department criminal offense reports and evaluates the solvability pertaining to each offense; makes assignments as necessary to subordinate officers for follow-up investigation; regularly reviews department reports to keep informed of developing trends pertaining to criminal activity within the town.
2. Assists the superior officers in determining personnel and equipment assignments; reviews the investigation and arrest reports pertaining to department need for further investigation and the efficiency of the investigating officer.
3. Maintains contact with other police officers within the department and records observations made by them pertaining to criminal activity in the town; maintains contact with other officers from local, county, state and federal level agencies and cooperates with those agencies in the apprehension and detention of wanted persons and the exchange of information pertaining to criminal activities.
4. Assists police officers in serving warrants, apprehending criminals, conducting raids, controlling mob violence and transporting prisoners. Periodically serves as a uniformed officer as situations require.
5. Conducts interviews and interrogates victims, witnesses and suspected offenders; assists in the preparation of court data, prepares search warrants and executes them, the location of and subpoenaing of the witnesses, collects evidence to aid in the prosecution of criminal cases; appears in court to testify in traffic and criminal cases; assists the County Attorney in the preparation of Grand Jury Indictments and Superior Court trials.
6. Assists in supervising of, and conducts investigations, of crimes involving juveniles, reports of child neglect and persons reported to be contributing to the delinquency of minors; assists in the surveillance of business establishments and public places known to be frequented by juvenile and adult offenders or used by suspected drug traffickers. Investigates sexual assaults.
7. Provides guidance and direction to subordinate officers in dealing with such problems as assignments, progress of investigations and report

- writing; makes recommendations to superiors on performance evaluation of subordinate officers.
8. Maintains log of activities and makes recommendations to superiors regarding equipment and training necessary to effectively complete tasks; assists the Chief in the preparation of the department's annual budget for presentation to the Board of Selectmen as it relates to the investigation of and suppression of crime in the Town of Tilton; maintains and controls the evidence and possessed property lockers.
 9. Prepares and maintains various reports and records.
 10. Performs other related duties as required.

Knowledge, skills and abilities required: Working knowledge of modern police science techniques; specializing in techniques for the recognition, collection and packaging of physical evidence; knowledge of Federal, State and Town laws and ordinances; knowledge of Supreme court decisions relative to police officer enforcement responsibilities and restraints; ability to conduct follow-up investigations and perseverance; ability to utilize self defense techniques and firearms; ability to operate motor vehicles under emergency situations; ability to analyze situations quickly and objectively and determine the proper course of action to be taken; ability to guide and assist in the supervision of subordinate law enforcement personnel; ability to establish and maintain working relationships with other law enforcement agencies, other town agencies, fellow employees and the general public; ability to work long hours occasionally in adverse weather conditions while conducting surveillances and making observations regarding criminal offenders; ability to utilize specialized equipment designed for criminal scene investigations.

Minimum qualifications required: High school diploma or equivalent, with advance study in Criminal Justice, Police Science or related field preferred; three years of law enforcement experience. Possession of Certification by the New Hampshire Police Standards and Training Counsel; possession of a valid New Hampshire driver's license; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.

2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: 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.

1. Employee generally works 60% indoors and 40% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

VII. Police Prosecutor

Job Summary: In addition to performing the duties of the rank of that individual; performs responsible technical duties of an officer of the Court; prepares court documents including motions, complaints, and discovery; replies to defense motions; reviews and prepares affidavits, complaints, arrest and search warrants, subpoenas, etc. prosecutes in district court, does arraignments, bail hearings, probable cause hearings, has extensive knowledge of District Court rules, State, Federal, and local laws and ordinances, Supreme Court decisions, and applies them to oral and written presentations. Generally a Justice of the Peace.

Supervision received: With strict adherence to the chain of command, works under the general supervision of the Captain; considerable independent judgment, initiative, and understanding must be exercised. Work is performed in accordance with established courtroom etiquette, District Court Rules, State, Federal, and local laws and ordinances and applicable Supreme Court decisions. Work is reviewed through observations of decisions and dispositions of court cases, conferences, and observations of efficiency.

Supervision exercised: Exercises supervision over all court documents and those who are called to be witnesses and testify for the state; provides necessary training instruction and guidance to witnesses; reviews and evaluates work being performed and makes recommendations to adhere to new and changing laws.

Examples of Duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in this position).

1. Serves as the department representative for the State at District Court appearances. Ensures that all complaints, warrants, and affidavits that are entered to the Court are in conformation with the State laws, Court rules, and the policy of the department.
2. Is generally a Justice of the Peace and swears to documents and complaints.
3. Serves as representative of the department at meetings and functions with the public and other public safety organizations. Provides assistance to persons who have questions or complaints concerning court hearings and procedures.
4. Performs prosecutorial duties at the District Court level; issues subpoenas and summonses; makes motions and answers them.
5. Performs prosecutorial duties at administrative hearings for license revocations.
6. Ensures that discovery and billing is provided according to policies of the Court and the department.
7. Ensures all reports are submitted in accordance with department regulations and statutory requirements, accurate, and may assign follow-up where additional investigation or information is needed.
8. Maintains and prepares various reports and records as needed to orderly run the prosecutor's office.
9. Ensures the retention and the proper chain of custody of any evidence needed for court; ensures that evidence is available for court; assists the evidence technical officer in disposing of evidence through court orders and filing the necessary motions.
10. Keeps the officers informed of new laws, penalties, fines and Court rulings that effect new or existing laws.
11. Ensures that complaints and charges against defendants are in the interest of public safety and welfare and are not inconsistent with the societal goals of deterrence and prevention of recidivism.
12. Performs other related duties as required.

Knowledge, skills and abilities required: Thorough knowledge of modern police practices, techniques and methods; thorough knowledge of applicable Federal, State, and Town laws and ordinances, and of departmental rules and regulations; thorough knowledge of Supreme Court decisions; thorough knowledge of the Rules of evidence; thorough knowledge of the District Court Rules; ability to

analyze and apply with commonsense all those laws, rules and regulations stated above; ability to multi task; ability to effectively communicate through oral and written motions; ability to effectively speak in public environments; ability to maintain a professional and working relationship with other agencies, fellow employees, lawyers, and the general public.

Minimum qualifications required: A degree in Criminal Justice, Police Science or related field. Three years of experience in law enforcement. Possession of Certification by the New Hampshire Police Standards and Training Counsel; completion of the Basic Prosecutors school put on by NHPS&T; possession of a valid drivers license; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: 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.

1. Employee generally works 90% indoors and 10% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee occasionally works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.

4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

VIII School Resource / Community Relations Officer

Job Summary: In addition to performing the duties of the rank of that individual, Serves as a uniformed police officer performing responsible law enforcement duties including foot patrol, investigation and prevention of crime, public relations and education designed to preserve peace and order and to protect life and property in the public schools of the Town of Tilton. Works with members of the community to promote a better understanding of the connection between themselves and law enforcement; implements programs designed to educate the public and promote a safer and friendlier community.

Supervision received: With strict adherence to the chain of command, works under the general supervision of the Captain; considerable independent judgment, initiative, and understanding must be exercised; must possess sound judgment in meeting emergencies and determining lawful and appropriate courses of action.

Supervision exercised: None in addition to the rank of that individual.

Examples of Duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in this position).

1. Patrols the High School and Middle School halls, class rooms, offices, and grounds, for overall security and checks for violations of law and takes appropriate enforcement action; assists school administration and staff in the enforcement of school rules.
2. Negotiates settlements between emotionally upset and often irrational persons involved in disputes, larcenies, vandalism, assaults, etc.
3. Responds to calls for service, emergency situations and serious crimes;
4. Exercises knowledge of state laws, federal laws, supreme court decisions, and town ordinances, in determining legal justification for arrests, searches, seizures, and protective custody, etc.
5. Directs activities at accidents and disasters, and renders first aid; investigates crimes and suspected criminal acts, to identify, locate, apprehend and prepare prosecution of persons charged with committing crimes or relay information to appropriate officials to bring charges.
6. Examines crime scenes to collect evidence; interviews and interrogates witnesses and suspected offenders; determines the extent of criminal

- activity and need for further police assistance. Does follow-up when needed or directed.
7. Maintains log of activities; works with other law enforcement personnel to facilitate the flow of information about criminal activity and the cooperative enforcement of town, state and federal laws.
 8. completes and submits all required reports and records in conformance with department regulations and statutory requirements; conducts follow-up investigations on unsolved crimes.
 9. Gives safety and crime prevention talks to children and civic groups.
 10. Testifies in courts as required in traffic and criminal cases and gives sworn testimony at any official board, department or committee hearing. Testifies in juvenile court.
 11. Investigates reported child abuse and truant cases; prepares necessary court documentation.
 12. Maintains weapons and equipment in accordance with department policy; inspects assigned vehicles for defects, missing equipment, contraband and evidence; reports defects, damages or irregularities. Operates department equipment such as radar, cameras, radios, breath-a-lyzer, PBT's, etc.
 13. Performs other related duties as required.

Knowledge, skills and abilities required: Working knowledge of modern police practices, techniques, and methods; knowledge of controlling laws, ordinances and court decisions; knowledge of crime scene interpretation, safe guarding and preserving of evidence; ability to obtain information through interview and interrogation; ability to analyze situations quickly and objectively and to determine proper courses of action; ability to speak and write effectively; ability to develop and maintain effective working relationships with other law enforcement agencies, other town agencies, fellow employees, the students and staff and the general public; ability to use self defense techniques and firearms.

Minimum qualifications required: High school diploma or equivalent, with advance study in Criminal Justice, Juvenile Justice, Police Science, or related field preferred; two years full-time experience in law enforcement preferred. Possession of Certification by the New Hampshire Police Standards and Training counsel; possession of a valid New Hampshire driver's license; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and

fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.

2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.

3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: 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.

1. Employee generally works 60% indoors and 40% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time

2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.

3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.

4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

IX Police Dispatcher / Clerk

Job Summary: Serves as clerk and dispatcher performing a full range of secretarial and administrative support duties. Processes calls for service and assigns police personnel in response to requests for service. Responds to requests for support information from officers and a variety of other duties designed to respond to the need for police service in the town. Types logs, reports, statements, letters, and billing, files reports, calls for service, and other case files.

Supervision Received: Works under the general supervision of the Captain. Decisions or assignments in non-routine matters and incidents will come from the Chief, Captain, or ranking officer in charge.

Supervision exercised: None.

Examples of Duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in this position).

1. Responsible for the department's communication and dispatch function during tour of duty; receives incoming telephone calls and routes them to the proper personnel to handle the needs requested; manages all radio communications from field patrol units to police headquarters; relays information as required from field units to other police agencies; provides support information requested from field patrol units concerning vehicle ownership, criminal records, motor vehicle records and license status as necessary; may be called in for emergency situations relating to communications.
2. Receives all calls for police service directed to the Tilton Police Department. Dispatches calls to available on duty personnel for the most efficient assignment, usually in a rotating fashion, to respond to the service requested. Notifies on-duty supervisor of any unusual or emergency situations that arise during tour of duty; maintains an awareness of the location and duties of field patrol units; prioritizes calls for service in accordance with department operating procedures.
3. Maintains the proper logs and records necessitated by this function and the rules that correspond with the running of SPOTS; responds to request from field units for notification of emergency rescue units, fire department personnel, ambulance personnel and wreckers and makes the proper notification and directs those units to the scene requested; acts as liaison between field units and other responding agencies to maintain efficient and cooperative communications; responds to requests for assistance and information by citizen "walk-ins" needing such services; provides them with proper forms and documentation; properly directs visiting police officers and citizens to the requested personnel at police headquarters.
4. Completes and submits all required reports and records in conformance with department regulations, statutory requirements and operating procedures; assures proper maintenance of various office machines and computers; inventories and orders supplies and maintains records of expenditures.
5. Assists the general public in a polite and courteous manner in the rendering of assistance and information either by telephone or in person as required.
6. Testifies as keeper of the records in court hearings.
7. Performs other related duties as required.

Knowledge, skills and abilities required: Thorough knowledge of secretarial practices and procedures; thorough knowledge of business English, spelling arithmetic, and legal terminology; thorough knowledge of modern office equipment, including IMC, SPOTS and word processor; knowledge of town operations and organizations; ability to maintain administrative, fiscal, and general records and to prepare reports; ability to prepare effective correspondence

and to perform office management details without referral to a supervisor; ability to maintain effective working relationships with high level officials, department heads, employees, and the general public, and to deal with public relationship problems courteously and tactfully; ability to analyze situations quickly and objectively and to determine the proper course of action to be taken; ability to analyze and organize multiple requests for assistance and determine the proper response of units; ability to remain calm and friendly when dealing with irate citizens on the phone and in person.

Minimum qualifications required: High school diploma or equivalent with training in computers, secretarial skills, plus a minimum of one years work experience in the legal or law enforcement field; or any equivalent combination of education and experience which demonstrates possession of the required knowledge and abilities.

Necessary Special Qualifications

Ability to type 40 words per minute; hear, understand and communicate effectively both orally and in writing; perform multiple tasks simultaneously.

Working Conditions

Works in office environment with considerable distractions.

Tools and Equipment Used

Personal computers and associated programs including departmental records system and computer aided dispatch; memo scribe (Dictaphone); scanner; FAX machine; copy machine; telephone; teletype and radio.

Physical Demands

The physical demands described 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.

Sitting for long periods of time; talking and hearing; reading and interpreting maps, citations and records requests; repetitive hand and body movements, reach with hands and arms; occasionally lifting and/or moving up to ten pounds, stoop, kneel or crouch; using close vision with the ability to adjust focus.

X Police Clerk

Job summary: Serves as clerk performing a full range of secretarial and administrative support duties. Typing taped reports and statements, letters of correspondence, billing, files reports, call for service cards and other case files. Types motions, subpoenas, letters and reports as directed by the prosecutor. Gathers and sends discovery in a timely matter to defense attorneys and prosecutors. Performs telephone and dispatch support. Responds to requests for support information from officers in files and a variety of other duties designed to respond to the need for police service and office efficiency.

Supervision received: Works under the general supervision of the Captain. Decisions or assignments in non-routine matters and incidents will come from the Chief, Captain, or ranking officer in charge.

Supervision exercised: None.

Examples of Duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in this position.)

1. Assists dispatcher, as needed, with communication and dispatch function during tour of duty: receives incoming telephone calls and routes them to the proper personnel to handle the needs requested, manages radio communication from field patrol units to police headquarters, relays information as required from the field units to other police agencies, provides support information requested from field patrol units concerning vehicle ownership, criminal records, motor vehicle records and license status as necessary.
2. Assists dispatcher, as needed, in calls for police service directed to the Tilton Police Department and determines the most efficient assignment of on-duty personnel to respond to the service requested (notifies on-duty personnel to respond to the service requested, notifies on-duty supervisor of any unusual or emergency situations that arise during tour of duty, maintains an awareness of the location and duties of field patrol units, prioritizes calls for service in accordance with department operating procedures, and receives requests for police service from surrounding police agencies.
3. Maintains the proper logs and records necessitated by this function and the rules that correspond with the running of S.P.O.T.S; responds to requests from field patrol units for notification of emergency rescue units, fire department personnel, ambulance personnel and wreckers and makes the proper notification and directs those units to the scene requested; acts as liaison between field patrol units and other responding agencies to maintain efficient and cooperative communications; responds to requests for assistance and information by citizen "walk-in" complaints needing services; provides them with proper forms and documentation; properly

- directs visiting police officers and citizens to the requested personnel at police headquarters.
4. Completes and submits all required reports and records in conformance with departmental regulations, statutory requirements and operating procedures. Assures proper maintenance of various office machines and computers; inventories and orders office supplies. Maintains records of expenditures and billing as required.
 5. Types letters of correspondence, motions, warrants, affidavits, complaints and subpoenas. Copies discovery, sends follow up discovery as needed, and provides billing in accordance to department policy. Types taped statements, taped reports, and accident reports; enters calls for service and links information to locations and persons already in the system. Enters suspects, victims, witnesses, property, and court dispositions.
 6. Assist general public in rendering of assistance and information either by telephone through correspondence or in person as required.
 7. Testifies as keeper of records in court hearings.
 8. Performs other related duties as required.

Knowledge, skills and abilities required: Thorough knowledge of secretarial practices and procedures; thorough knowledge of business English, spelling, arithmetic, and legal terminology; thorough knowledge of modern office equipment, including IMC, SPOTS and word processor; knowledge of town operations and organizations; ability to maintain administrative, fiscal, and general records to prepare reports; ability to prepare effective correspondence and to perform office management details without referral to a supervisor; ability to maintain effective working relationships with high level officials, department heads, employees, and the general public, and to deal with public relationship problems courteously and tactfully; ability to analyze situations quickly and objectively and to determine the proper course of action to be taken; ability to analyze organize multiple request for assistance and determine the proper response of units; ability to remain calm and friendly when dealing with irate citizens on the phone and in person.

Minimum qualifications required: High school diploma or equivalent with training in computers, secretarial skills, plus a minimum of one years work experience in the legal or law enforcement field; or any equivalent combination of education and experience which demonstrates possession of the required knowledge and abilities.

Necessary Special Qualifications

Ability to type 40 words per minute; hear, understand and communicate effectively both orally and in writing; perform multiple tasks simultaneously.

Working Conditions

Works in office environment with considerable distractions.

Tools and Equipment Used

Personal computers and associated programs including departmental records system and computer aided dispatch; memo scribe (Dictaphone); scanner; FAX machine; copy machine; telephone; teletype and radio.

Physical Demands

The physical demands described 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.

Sitting for long periods of time; talking and hearing; reading and interpreting maps, citations and records requests; repetitive hand and body movements, reach with hands and arms; occasionally lifting and/or moving up to ten pounds, stoop, kneel or crouch; using close vision with the ability to adjust focus.

XI Part-time employees:

Enjoy the same job descriptions as those listed above. The definition of a Full-time employee is an employee working as a standard workweek a minimum of 35 hours a week on a continuing basis. Regular Part-time employee is an employee working a standard workweek less than 35 hours on a continuing basis. Part-time employee is an employee working less than 35 hours a week on an intermittent basis. (see Town Employee Handbook).

XII Animal Control Officer

Job summary: Performs routine work in the enforcement of statutes, ordinances, rules and regulations regarding the care and control of domestic and wild animals.

Supervision received: Reports to and operates under the general supervision of the Chief of Police or his designee. Works in close cooperation with Tilton Police Department personnel on a daily basis. Exercises a considerable degree of independent judgment.

Supervision exercised: None.

Examples of Duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in this position.)

1. Understands, interprets, and enforces statues, ordinances, rules, and regulations regarding and relating to animal control and associated health hazards.
2. Uses personal vehicle for transport and responses. If ACO is an officer a cruiser may be used for transport if available but no animal residue shall be left in the cruiser.
3. If ACO is an officer, no animal complaints shall take away from his normally scheduled duties.
4. Receives, investigates, and resolves complaints regarding animals in the community.
5. Answers all complaints within 24 hours if non-emergency in nature.
6. Is on call on a 24-hour basis for the following:
 - a. Dog bites of humans
 - b. Vicious dogs
 - c. Injured or dead dogs, cats, etc. (result of motor vehicle accidents)
 - d. Dogs attacking domestic or farm animals
 - e. Loose farm animals (horses, cattle, pigs, etc.)
7. Picks up stray dogs and cats and locates owner if possible.
8. Issues appropriate civil forfeitures (fines) and serves to owner/keeper.
9. Conducts inspections of public and private locations and issue orders to warn off and abate health and/or animal nuisances.
10. Maintains a file of current-year dog licenses in alphabetical order.
11. Prepares and submits reports regarding health and animal hazards, complaints, and nuisances as required by law and the Board of Health.
12. Maintains an appropriate level of confidentiality regarding incidents, complaints, and records.
13. Contacts the Tilton Police Department daily for messages. Contacts the Belknap County Sheriff's Office on weekends of messages.
14. Provides weekly log indicating hours worked and mileage activity.

15. Provides a Monthly Activity Sheet to the Police Chief or his designee; assists in the preparation of the annual budget and annual report.

16. Performs other related duties as required.

Knowledge, skills and abilities required: Thorough knowledge of applicable state statutes and local ordinances. Ability to speak, write and communicate effectively. Skill in handling various types of large and small animals. Ability to respond effectively to difficult situations, analyze problems and take appropriate action. Ability to establish and maintain effective working relationships with elected and appointed officials, other employees and the public, public agencies and their staffs, the media and private organizations.

Minimum qualifications required: High school diploma or equivalent. Possession of a valid New Hampshire Driver's License. Must provide own transportation and certification of insurance. Ability to read, write and communicate effectively. Veterinary/animal care, training, and/or experience preferred. Experience in the interpretation and enforcement of laws, rules, policies, or ordinances preferred: Or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical requirements:

A pre-employment physical and rabies vaccination are required.

1. Lift up to 10 lbs. Frequently required.
2. Lift 11-50 lbs. Occasionally required.
3. Lift over 50 lbs. Rarely required.
4. Carry up to 10 lbs. Frequently required.
5. Carry 11-50 lbs. Occasionally required.
6. Carry over 50 lbs. Rarely required.
7. Reach above shoulder.
8. Reach height, at shoulder height and below shoulder. Frequently required.
9. Push/pull. Frequently required.
10. Grasping and handling. Frequently required.
11. Twisting, bending, crawling, squatting, kneeling, crouching, climbing, balancing. Frequently required.

Equipment used: Motor vehicle, telephone, copy machine, radio, animal traps and restraint devices.

Work environment can be disagreeable due to varying climatic conditions. Inside environment 20%, outside environment 80%.

Occupational exposure to rabies and other communicable disease that can be transmitted by wild or domestic animals. May be exposed to poisons used to control animals or vermin.

Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to animal noise, emergency vehicle sirens, gun fire, shouting, and yelling.