

**LITTLETON POLICE DEPARTMENT**

**264 Cottage Street  
Littleton, New Hampshire 03561  
(603) 444-7711**

**PROCEDURE #: A-525****SUBJECT: Police Officer****CALEA STANDARDS:**

NOTE: This written directive is for the internal governance of the Littleton 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.

**PURPOSE**

This directive establishes the function of Patrol Officer as an officer of the Littleton Police Department and describes the day to day functions of Patrol Officer.

**POLICY**

It is the policy of the Littleton Police Department to employ Patrol Officers whose responsibilities include identifying criminal activity, apprehending offenders, participating in court proceedings, aiding individuals in danger of physical harm, directing traffic, and maintaining a feeling of security in the Town of Littleton.

The Patrol Officer's duties include, but are not limited to the following areas:

- Enforce motor vehicle laws, criminal laws, and municipal ordinances.
- Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
- Coordinate efforts with other members of the department.
- Communicate to superiors and to fellow officers all information obtained which is pertinent to police activity.
- Patrol an assigned area for general purposes of crime prevention and law enforcement. This includes:
  - ◆ Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, schools, roads, alleyways, paths, etc. Conditions that contribute to crime

should be reported. The location of safes within various buildings, fireboxes, telephones, and other emergency services should be noted.

- ◆ Apprehending persons in violation of the law or when a valid warrant ordering their arrest is in effect.
  - ◆ Completing detailed reports on all crimes, vehicle accidents, and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer will complete supplemental investigation report and properly identify the property.
  - ◆ Preserving any crime scene until an officer-in-charge or detective arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.
  - ◆ Checking of public assemblies.
  - ◆ Conducting building and resident security checks.
  - ◆ Observing and interviewing suspicious persons in accordance with the law.
  - ◆ Issuing traffic citations.
  - ◆ Assisting the Fire Department when needed.
  - ◆ Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
  - ◆ Checking of schools, parks, and playgrounds.
  - ◆ Responding to any public emergency.
- Conduct investigations of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data that will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
  - Be alert to the development of conditions tending to cause crime or indicative of criminal activity.
  - Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Assist with troubled motorists.

- Record statements from witnesses at scenes requiring police assistance.
- Perform arrest report narratives and written narratives on incidents and offenses.
- Prepare state accident reports.
- Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when an officer-in-charge has issued authorization for a temporary absence.
- Patrol assigned area giving particular attention to and rechecking locations where complaints and offenses are frequent. In so far as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at a location least expected.
- Communicate arrest or nature of complaint to offenders.
- Be alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area and report same.
- Acquire and record information concerning pertinent events that have taken place since the last tour of duty.
- Record activity during tour of duty in the manner prescribed by proper authority.
- Maintain weapons and equipment in a functional presentable condition.
- Exercise discretion in use of deadly force consistent with the, Use of Force Policy in the Littleton Police Department Policies and Procedures Manual.
- Be accountable for proper transportation of prisoners.
- Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to follow.
- Be accountable for the securing, receipting, and proper transportation of all evidence and property coming into custody.
- Break up large parties in which alcohol is being illegally served.

- Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- Preserve the peace at public gathering neighborhood disputes, and domestic disputes.
- Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- Confer with court prosecutors as directed and be prepared to testify in court.
- Perform such other duties as may be assigned by the Sergeants, Lieutenant or Chief of Police.

The Patrol Officer is responsible for taking precautions to avoid exposure to health hazards, to enforce criminal laws, and to possess good judgement and common sense. The officer must exhibit honesty and integrity, self-discipline, motivation, and a positive attitude.

He/she must have the ability to accept direction and constructive criticism, and possess creativity in handling abnormal situations.

It is very important that Patrol Officers are knowledgeable in the following areas: departmental policies, procedures, ordinances/laws, community geography, and court decisions.

Patrol Officers need skills in use of firearms and other weapons, emergency vehicles, traffic enforcement equipment, and restraining devices. He/she must be proficient also in operating computers, word processors and writing reports. In general, he/she must have above average verbal and writing skills.

Patrol Officers must have the ability to express themselves clearly in writing, communicate clearly, evaluate a situation and respond correctly applying appropriate discretion and common sense, and cope with stressful situations. Patrol Officers must be able to project a positive first impression, confidence, self-assurance, and a neat, fit, and uniform appearance.

## **PROCEDURE**

- Patrol Officers shall receive training in those duties described in the Job Description of Patrol Officers.
- This is a uniformed position; the Patrol Officer shall wear the department uniform in accordance with the policy in the Littleton Police Department Policies and Procedures Manual.