

Town of Exeter, New Hampshire

Position Description

Position Title: Police Officer

Department: Police

Reports To: Patrol Sergeant

Date: November 14, 2025

GENERAL SUMMARY:

Under the direction of the Patrol Sergeant, performs a number of general police responsibilities necessary to the stability of the safety of the community.

ESSENTIAL JOB FUNCTIONS:

- Provides for the efficient and effective patrol of the community in order to adequately prevent, investigate and deter criminal activity, traffic violations and generally promotes the well-being and safety of the Town and its residents.
- Patrols assigned districts by means of motor vehicle equipment or foot power, in an effort to be visible to the general public.
- Identifies criminal offenders and criminal activity and, where appropriate, apprehend offenders and participates in the efficient administration of justice.
- Aids individuals who are in danger of physical harm.
- Facilitates the gentle and even flow of vehicles, pedestrians and emergency vehicular traffic.
- Maintains weapons and equipment in a functional, presentable condition.
- Assists citizen inquiries where applicable in an accurate and professional manner.
- Shall secure, receipt and transport all evidence property coming into custody.
- Enforces the criminal code and motor vehicles laws, when violation of same are detected.
- Testifies in court when required.
- Conducts investigations consistent with responsibilities or as assigned.
- Checks public and private buildings in order to reduce the possibility of criminal incidents.
- Completes all traffic collision investigations in an efficient and accurate manner.
- Oversees the proper care and custody of prisoners.
- Remains in a constant state of readiness in the event of an emergency.
- In the absence of the Animal Control officer, handles complaints concerning animals.
- Provides criminal prevention or public safety related subjects to the public and schools in a forum prescribed by their supervisor.
- Operates motor vehicle.
- Operates equipment including firearms, handcuffs, capstan, ASP baton, Taser, body cam, computer and related software, radio, radar, and telephone.
- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require knowledge of police procedures, policies and duties equivalent to completion of an Associate's degree and one to three years of related experience, or equivalent combination of education and experience. Must possess a valid State of New Hampshire driver's license.

Must possess New Hampshire full-time Police Officer Certification (with a probationary period) and must be 21 years of age or older.

Knowledge of Federal, State, and criminal statutes on which charges and arrests are executed.

Knowledge of police rules and regulations and standard operating procedures.

Knowledge of the geography of the Town and location of important buildings.

Ability to handle sensitive public contacts and to deal tactfully and courteously with the public.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to understand and carry out oral and written instructions and prepare clear, comprehensive reports.

Ability to meet physical requirements as may be established by competent authority.

Ability to apply techniques of self defense and use necessary force to apprehend and restrain hostile individuals.

Ability to establish and maintain effective working relations with others.

Skill in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities. If assigned as a Field Training Officer, s/he does, in fact, supervise. If no supervisor on duty, the senior officer is in charge and therefore would be the supervisor for that.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Frequent periods spent in non-office environments, including retail and service establishments, private homes, Town property and facilities, roads, public areas, etc.

May be subject to personal hostility and the potential exists for sustaining serious bodily harm or possibly death in the performance of duties.

Regular periods spent outside, requiring exposure to weather conditions.

Frequent periods spent standing and walking; occasional requirement to climb or sustain uncomfortable physical conditions.

Frequent exposure to situations requiring exercise of proper safety precautions.

WORKING CONDITIONS/PHYSICAL DEMANDS: (continued)

Light lifting and carrying of work materials, including files, equipment, and other testing devices.

Work is subject to regular interruptions to handle emergency situations.

Travel by cruiser with Town and to neighboring towns is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*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 job functions (as listed) either unaided or with the assistance of a reasonable accommodations to be determined by management on a case-by-case basis.

Approved 05/08/2023