



**Newton Police Department**  
Policies & Procedures  
Training & Career Development, Chapter 3

## **Recruitment and Selection of Personnel (3.05) Part Time Officer Hiring Process, Obligations and Duties and Responsibilities**

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### **Introduction**

- This document is meant to serve as an explanation of the hiring process for part-time police officers for the Newton Police Department.
- The Town of Newton is a small rural community of approximately 5,000 residents. The Town is a “bedroom” style community, of medium affluence, and has no major industry. The average house in Newton is a well maintain either old or new colonial type residence. The community is caring and takes pride in taking care of itself, which is reflected by the continuous maintenance and construction of individual, as well as community projects.

The Newton Police Department respects the community it polices and believes that the department should reflect the personality of the community. To that end, the Department endeavors to hire, train and retain the best possible police officers and candidates who share the values of the community, and who will strive to achieve and maintain an integral working relationship with the community.

The department seeks candidates who value and understand the meaning of community respect, trust and confidence.

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### **Administrative Process**

- Applications
    - Applications for part-time police officer positions can be obtained through the department’s website, [www.newtonhpd.com](http://www.newtonhpd.com).
    - Applications should be submitted to the Newton Police Department either at the department’s location at 8 Merrimac Road, Newton or through the department’s mailing address at P.O. Box 385, Newton, NH 03858.
    - A resume that includes personal objectives and reason for applying should accompany the application.
  - Interviews
    - Qualifying applicants will be invited to participate in a department interview process. Those applicants possessing and demonstrating the attributes sought by the Town of Newton and the Newton Police Department will be invited to participate in a second department interview process and a final interview with the Board of Selectmen.
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**Investigation & Background Process**

- Conditional Offer of Employment
  - Successful candidates selected through the interview process will be given “a conditional offer of part time employment.” The offer is conditional upon the outcome of a thorough and successful background investigation, a Police Standards and Training Council sanctioned medical examination and a psychological evaluation. (Pol 301.07, .08) A polygraph examination administered by the department is also part of this process.
  - The medical examination and psychological evaluation are conducted by clinicians selected by the Newton Police Department.
    - Current accepted practitioners
      - Physical
        - **Center for Occupational Health**  
(located in Exeter Hospital)  
5 Alumni Drive  
Exeter, NH 03833  
778-6635
        - Psychological
          - **Dr. Ronald Longpre**  
Psychological Associates  
150 Merrimac Street  
Newburyport, MA 01950  
978-462-8160
  - The polygraph examination will be conducted by a certified examiner at the conclusion of both the physical and psychological examinations.

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**Required Training**

- Initial employment requires appointees to complete the following training requirements:
  - Attend and successfully pass an academy sponsored training program approved by the NH Police Standards and Training Council (100 hours part time, 430 hours full time) (Pol 302.02) (RSA 188-F:26, V)

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**Required Training**  
(continued)

- A *minimum* one hundred and sixty (160) hours
- Achieve CPR certification
- Complete firearms qualification, as specified by Newton Police Department policy (Pol 302.03, 404.03)
- Attend any other training or standard, as required by RSA, SAF, PSTC Pol or department policy.

**Costs & Work Disclosures**

- All costs associated with training requirements, employment opportunities and uniform specifications for the Newton Police Department by a part time police officer are done at the fiscal and personal expense and risk of the candidate or officer. These costs include medical and psychological evaluations, all uniforms, and all costs associated with training requirements and any other costs incidental to certification and part-time employment. The Town of Newton and the Newton Police Department assume no liability from those endeavors taken by the applicant/candidate. Further, the Town of Newton and the Newton Police Department make no guarantees or promises to the part time police officer on the amount of work hours available after the applicant/candidate has been certified and appointed.

**Uniforms & Equipment**

Requirement	Approximate Cost
• Personal Expense	
• 1 Shirt, long sleeve	\$ 40.
• 1 Shirt, short sleeve	\$ 38.
• 1 Trousers	\$ 55.
• 1 Pair boots	\$ 120.
• 1 Jacket	\$ 135/290.
• 1 Garrison belt	\$ 22.
• 1 Duty belt	\$ 200.
• 1 Holster	\$ 45.
• 1 Hat	\$ 22.
• 1 Hat	\$ 15.
• 1 Baseball cap	\$ 30.
• 1 Detail shirt	\$ 30.
• 1 Bdu pant	\$ 200. (Dept \$300.)
• Ballistic vest	

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**Uniforms & Equipment**  
(continued)

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<ul style="list-style-type: none"><li>• Department Provided Department Provided</li><li>• 1 Handcuffs</li><li>• 1 Sidearm</li><li>• 1 O/C Spray</li><li>• 1 ASP Baton</li></ul>	
<ul style="list-style-type: none"><li>• <i>Approximate Total</i></li></ul>	\$ 952.

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**Other Requirements**

- Shift Availability
  - The part time officer should expect to be available for between one (1) and three (3) shifts a month on a scheduled basis. Part time officers should discuss shift preferential and availability with the department's Sergeant on a monthly basis.
  - The part time officer should be available for an occasional short notice shift, typically with a two (2) to four (4) hour advance notice. Shift vacancies may occur on days, evenings, or nights understanding that last minute situations do occur.
  - The part time officer should also be available for occasional immediate call-in for community/department emergency situations. These situations might include natural disasters, other serious incidents requiring assistance beyond routine mutual aid assistance, missing children situations, etc.
  - All part-time Officers must be certified within six (6) months of being hired, and per Council rule Pol. 302.12, are not allowed to work in excess of 1300 hours per year.
- Court Availability
  - Applicants should understand that situations arise that require the part time officer to be available for court obligations. These obligations may include monthly district court assignments as well as occasional Grand Jury and potential protracted court requirements.
- Department Meetings
  - Attend a minimum of 8 meetings/training sessions per year (*Monthly Dept meetings will typically satisfy the annual PSTC in-service training requirement*)
- In-service Training Requirement
  - Minimum 8 hours per year or current PSCT/Department requirement (Pol 403.01)
- Job Description
  - The job description for a part time officer is essentially the same as a full time officer with the obvious difference being part time employment.

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**Other Requirements**  
(continued)

- Department Rules & Regulations
  - Part time officers are subject to all department Rules and Regulations.
- PSTC Pol 404.07 requires that each part time police officer, within one (1) year of appointment, perform and successfully pass the physical performance test currently prescribed as the entrance standard for full-time officers into the basic (academy) training program. This standard must be maintained and conducted every three (3) years thereafter.
- Officers not able to meet this standard will lose their certifications and their ability to perform in a sworn officer status.

**Total Approximate Costs Assumed by the Candidate**

<b>Item</b>	<b>Approximate Cost</b>
Uniforms & Equipment	\$ 1,000.
Physical	\$ 500.
Psychological	\$ 300.
Miscellaneous; Academy/travel/books/etc	
<i>Total</i>	\$ 1,800.

**Background Authorization / Authority to Release Information**

- Form Attached

**Acknowledgement**

- I acknowledge receipt of and I understand the Recruitment and Selection of Personnel (3.05) Part Time Officer Hiring Process, Obligations and Duties and Responsibilities given to me by the Newton Police Department in conjunction with my application for employment.

• Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **Recruitment and Selection of Personnel (3.05) Part Time Officer Hiring Process, Obligations and Duties and Responsibilities**

### **Part Time Patrol Officer**

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#### **Job Summary**

- The basic core duties and responsibilities of a Part Time Patrol Officer are essentially the same as that of a Full Time Patrol Officer. Specific distinctions, requirements and function limitations are detailed in the department's policy/directive manual titled, Part Time Officers.
- A Part Time Patrol Officer shall be responsible for the efficient performance of all required duties in conformance with the rules, regulations, policies and procedures contained in the Newton Police Department Manual.
- Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community. A Patrol Officer shall be expected to:
  - Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
  - *RULE: Attention to Duty – All officers shall at all times be alert and vigilant in the performance of their duties and respond prudently but decisively when police action is required. Recreational reading will not be permitted while on duty.*
  - Reduce the opportunities for the commission of crime through preventive patrols, arrests, summons and other measures;
    - *RULE: Devotion to Duty – All officers, while on duty, shall devote their full time and attention to the service of the Department and to the citizens of the community. They shall remain awake and alert at all times while on duty.*
  - Aid individuals who are in danger of physical harm;
  - Facilitate the movement of vehicular and pedestrian traffic;
  - Identify problems that are potentially serious law enforcement or governmental problems;

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**Job Summary**  
(continued)

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- Create and maintain a feeling of security in the community;
    - Promote and preserve the peace;
    - *RULE: Neglect of Duty – Being absent from assigned duty without leave; leaving post or assignment without being properly relieved; failing to take suitable and appropriate police action when any crime, public disorder or other incident requires police attention or service.*
  - Provide other services on an emergency basis.
- 

**General Duties and Responsibilities**

- It is the duty and responsibility of a Part Time Patrol Officer to:
    - Exercise authority consistent with the obligations imposed by the Oath of Office and be accountable to Superior Officers; Promptly obey all lawful orders;
      - *RULE: Insubordination – Failure or deliberate refusal to obey a lawful order given or issued by a superior officer.*
    - Coordinate efforts with those of other members of the department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives;
      - *RULE: Furnishing Assistance – Officers shall furnish police assistance to all persons making such request, consistent with their police duties and assignments. They shall assist and cooperate with all other law enforcement agencies, provide them with any authorized information they are entitled to receive, and submit a report on all such action taken.*
    - Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives;
      - *RULE: Departmental Communications – All officers shall transmit all official communications promptly, accurately and completely to other officers of the department as required, and shall immediately inform the Shift Commander or the Officer-in-Charge of any matter of police importance coming to their attention during their tour of duty, or otherwise. They shall call to the attention of their relieving officers any information regarding unresolved problems or problems that may arise during the next tour of duty.*
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**General Duties and Responsibilities**  
(continued)

- Respond punctually to all assignments.
  - *RULE: Reporting for Duty – All officers shall report for duty promptly at the time and place required by their assignment or as otherwise directed by the Chief of Police or their designee. They shall be properly uniformed and suitably equipped, ready to immediately assume their duties. While on duty they shall avoid any activities not directly related to their police responsibilities and shall not absent themselves from duty without leave.*
  - *Officers unable to report for duty because of sickness or injury shall notify, or cause to be notified, the Chief of Police or their designee at least four (4) hours prior to their next tour of duty, except in cases of emergency, and file the required sick leave questionnaire upon return to duty.*
- Acquire and record information concerning events that have taken place since the last tour of duty;
  - *RULE: Awareness of Activities – Upon returning to duty from any period of absence, all officers shall inform themselves about all new orders, regulations, memoranda and all other important matters governing their assignments. Every officer of the department shall familiarize themselves with all the laws, statutes, ordinances and regulations necessary for the proficient execution of his/her duty as a police officer.*
- Record activity during tour of duty in the manner prescribed by proper authority.
  - *RULE: Filing Reports – All officers shall promptly and accurately complete and submit all reports and forms as required by departmental procedures.*
- Maintain weapons and equipment in a functional, presentable condition and report any damage or loss of equipment assigned to him/her immediately as prescribed;

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**General Duties and Responsibilities**  
(continued)

- *RULE: Care and Security of Firearms – All officers shall maintain their service firearms in good working order at all times and report any damage, loss or unserviceable condition immediately to the Chief of Police. All officers shall be personally responsible for the security and safekeeping of their service firearm at all times and shall not alter or repair any part of their service firearm without the approval of the Chief of Police.*
  
- Assist citizens requesting assistance or information; Courteously explain any instance where jurisdiction does not lie with the Newton Police Department and suggest other procedures to be followed;
- *RULE: Knowledge of the Community – Every officer shall familiarize themselves with the geography of the community, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by their superior officers.*
  
- Be accountable for the proper marking, securing, receipting, and proper transporting of all evidence and property coming into custody;
- *RULE: Care and Custody of Property – All personal property, including money, which comes into an officer's custody while on duty, whether lost, stolen, confiscated, abandoned, turned in to the department or taken from a prisoner, shall be suitably labeled, recorded and turned over to the proper department authority, or placed in the designated place of storage for safekeeping in accordance with current departmental procedures.*
  
- 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;
  
- Being available, when assigned, for peripheral, but related duty assignments such as court, administrative hearings and other duty related assignments;

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**General Duties and Responsibilities**

(Continued)

- Preserve the peace at public gatherings, neighborhood disputes and family quarrels;
- Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a Superior Officer;
- Maintain department property and vehicles in a manner consistent with “good care;” and to be responsible the daily maintenance and cleanliness of department vehicles, including being serviced and ready for reassignment at the conclusion of shift assignments;
- Confer with Court Prosecutors and testify in Court;
- Perform other general duties as they are assigned or become necessary.

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**Specific Duties and Responsibilities**  
– *Preventive Patrol*

- Patrol an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
  - Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones and other emergency services should be noted;
  - Apprehending persons violating the law or wanted by the police;
  - 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 completes an investigation report;

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**Specific Duties  
and  
Responsibilities**  
– *Preventive  
Patrol*

(continued)

- Preserving any crime scene until the Chief of Police, Shift Supervisor / Commander or the Officer-in-Charge arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer;
- Public assembly checks;
- Building security checks;
- Observing and interrogating of suspicious persons;
- Issuing traffic citations;
- Being alert for and reporting fires;
- Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety;
- Checking of schools, parks and playgrounds; and
- Responding to any public emergency.
- Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data, which 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. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.
- Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.

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**Specific Duties and Responsibilities**

- Preventative Patrol  
(continued)

- Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the Chief of Police, Shift Supervisor/Commander or Officer-in-Charge has issued authorization for a temporary absence.

*RULE: Leaving the Community – Whenever it is necessary in the performance of duty for an officer to leave the limits of the community and to enter another city or town, the officer shall inform the Shift Commander, Officer-in-Charge or the dispatcher prior to leaving and again upon return. If an emergency prevents following this procedure, the officer must contact the Shift Commander or the Officer-in-Charge as soon as possible. In all such cases, a subsequent report will be submitted, in writing, for the attention of the Chief of Police, to include the circumstances, the reason for leaving the community and the period of absence.*

- Patrol areas giving particular attention to and frequently rechecking locations where there is greater potential for crime. As much as possible, an officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.
- 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.
- If assigned to operate a motor vehicle:
  - See that it is well maintained mechanically and that it is kept clean both inside and out;
  - Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures (Cruiser Equipment/Maintenance Report);

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**Specific Duties  
and  
Responsibilities**

- Preventative  
Patrol  
(continued)

- *RULE: Damaged, Defective or Inoperative Property and Equipment – Officers and employees shall immediately report to their Shift Commander or the Officer-in-Charge on designated forms any loss or damaged department property or equipment assigned to them. The Shift Commander or Officer-in-Charge shall also be notified of any defects or hazardous conditions existing in any department property or equipment.*
- *RULE: Responsibility for Vehicle – Any officer who is assigned to duty as an operator of a department vehicle shall be responsible for checking the serviceability and emergency equipment of the vehicle assigned to his or her use. Except when the vehicle is in emergency use, the officer or employee shall inspect the vehicle when it is turned over to him or her and shall submit a written report to the Shift Commander or the Officer-in-Charge, of any defect, damage, or unserviceability of said vehicle. The officer at the same time shall also inspect the interior of the vehicle for the presence of any unauthorized articles.*
- *RULE: Report of Loss or Damage – In the event that department property is lost, or found bearing evidence of damage which has not been reported, the last person using the property may be charged with failure to report same and may be held responsible for damages.*
- Remove the keys whenever the patrol car is left unattended for any reason;
- *RULE: Unattended Police Vehicles – The operator of a department motor vehicle shall lock the ignition and remove the key when leaving the vehicle unattended and, except in an emergency he or she shall also lock the doors of such vehicle when it is unattended.*
- Use only vehicles assigned by the Chief of Police or his or her designee;
- *RULE: Department Vehicles, Use of – Officers shall not use any department vehicles without the permission of the Shift Commander or the Officer-in-Charge, or drive any department vehicle, to which they have not been assigned, except in an emergency.*

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**Specific Duties  
and  
Responsibilities**

- Preventative  
Patrol  
(continued)

- *RULE: Department Vehicles – A valid drivers' license is required of all officers. Officers shall not use department vehicles without permission of the Shift Supervisor/Commander or the Officer-in-Charge. Department vehicles shall only be used for official police business.*
- Use the call number assigned to the car to contact Rockingham County Communications; and
- Operate the radio in line with FCC regulations and current departmental procedures.
- Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radio.
- Take measures to direct the flow of traffic in the area during periods of congestion.
- Notify the Chief of Police, Shift Supervisor/Commander or the Officer-in-Charge if more than a temporary absence from regular duties is required.
- Make periodic reports to Communications.
- Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
- Enforce the parking ordinances and motor vehicle laws in the patrol areas.
- Be alert for traffic safety conditions which may endanger or inconvenience the public and report such conditions to the Chief of Police, Shift Commander or Officer-in-Charge.
- Respond immediately when called from a traffic post to render emergency police service. Notify the Chief of Police, Shift Commander or the Officer-in-Charge at the earliest possible opportunity.

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**Specific Duties and Responsibilities**

- Preventative Patrol  
(continued)

- *RULE: Safe Driving of Police Vehicles – The driver of any police vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment. Officers shall operate the police vehicle in compliance with the motor vehicle laws and traffic regulations. When in actual pursuit or in responding to an emergency, officers shall strictly adhere to the driving procedures established for the operation of emergency vehicles, and shall act in compliance with RSA 265:8.*

- Wear the prescribed traffic safety clothing and equipment, (reflective vest or straps).
- 

**Knowledge, Skills and Abilities**

- Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same; knowledge of Federal, State and Town laws and ordinances, and Supreme Court decisions relative to police officer enforcement abilities and restraints. The ability to analyze situations quickly and objectively to determine the proper course of action to be taken; ability to utilize self-defense techniques and firearms; ability to operate motor vehicles under emergency situations; ability to establish and maintain effective working relationships with other law enforcement agencies, other Town agencies, fellow employees and the general public; and the ability to operate department equipment.
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**Prior to Academy Training**

Any practical participation with the department, prior to certification, will be strictly administrative and observation based. No part time officers will carry a firearm on-duty or participate with an arrest until they have been academy certified.

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\*Medical records will not be sought unless and until you have been given a conditional offer of probationary employment.

**AUTHORIZATION TO RELEASE MEDICAL RECORDS**

To Whom It May Concern:

I am a candidate for the position of \_\_\_\_\_ with the Newton, New Hampshire, Police Department, have been given a conditional offer of probationary employment, and it is essential for the Department to evaluate my medical background.

For the purpose of this evaluation, the Department requires a list of all injuries and illnesses for which I have been treated.

Please forward to me in care of the above-mentioned Department, Chief of Police, P.O. Box 385, 2 Amesbury Road, Newton, New Hampshire 03858, any information you have regarding my medical background.

This is a matter of great importance to me, and your prompt reply will be greatly appreciated.

This release will expire sixty (60) days after the date signed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature



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**\*\*\*PART-TIME OFFICER'S SCHOOLS\*\*\***

**Prerequisite: Must be hired and sworn in by a New Hampshire law enforcement agency, and pass a background investigation and criminal record check by that agency prior to attending. Sponsoring by a department for purposes of attendance at one of these schools is not permitted; the officer must be hired and sworn-in with the purpose of actually working for the department.**

The Basic Part-Time Officer Certification Training covers such topics as legal areas, tactics, survival, motor vehicle laws, criminal code, search & seizure, constitutional law and many others. **Part-Time officers may not work in excess of 1300 hours a year unless they have graduated from the full-time academy.** Basic Training Schools will continue to be held at the same regional locations as last year. Most locations have weeknight training built into the schedule, including Saturdays from 8:00 A.M. to 5:30 P.M.

The Council no longer approves additional unscheduled local part-time schools, so you are advised to schedule you new part-time officers for one of the schools listed.