



# LONDONDERRY POLICE DEPARTMENT POLICIES AND PROCEDURES

<b>POLICY NO:</b> P-325	<b>DATE OF ISSUE:</b> October 1, 2012	<b>EFFECTIVE DATE:</b> October 1, 2012	<b>REVISED DATE:</b> January 8, 2016
<b>SUBJECT: JOB DESCRIPTION: PROSECUTOR TRAINEE</b>			<b>PAGE: 1 of 5</b>
<b>BY AUTHORITY OF:</b> William R. Hart Chief of Police	<b>CALEA #</b>	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	<b>POLICY #:</b> P-325 <b>Dated:</b> 10/01/12

## I. SALARY RANGE

- A. Sworn Officers who are selected to be assigned as a Prosecutor Trainee will not be eligible for plus-rates.
- B. This is a voluntary, temporary, and lateral assignment.

## II. WORK HOURS

- A. Regular, Full-Time, M-F 8:00 am - 4:30 pm and other hours as required by the position.
- B. This temporary training position will last for 6 months to coincide with two consecutive shift tour dates or based on the needs of the department but not to exceed 1 year.

## III. DEFINITION

- A. This is a temporary assigned administrative trainee position for sworn officers, subject to the direction and control of the Chief of Police.
- B. The Prosecutor Trainee assists in the preparation and presentation of criminal, juvenile and building and zoning cases in the Derry District Court and Rockingham County Superior Court.
- C. The job requires regular exercise of discretion and independent judgment in the management of case load presented to the Courts.
- D. The Prosecutor Trainee assists in researching and developing policies and procedures relevant to the preparation, presentation, and prosecution of cases before the Courts.

## IV. ESSENTIAL DUTIES & RESPONSIBILITIES

- A. Maintain an effective liaison between the Derry District and Rockingham County Superior Courts and the Police Department

- B. Assist in scheduling and coordinating appearances of Police Department and other Town of Londonderry personnel before the Derry District and Rockingham County Superior Courts where applicable
- C. Assist in planning, directing, and controlling the appearance of witnesses and evidence in cases presented to Derry District and Rockingham County Superior Courts
- D. Assist in research, preparation and present the Police Department's cases before the Derry District Court in adult and juvenile prosecutions, before the Rockingham County Superior Court when authorized to do so by the Rockingham County Attorney, and before any other court of competent jurisdiction when authorized by law or practice
- E. Assist the Rockingham County Attorney and members of his/her staff and the New Hampshire Attorney General and members of his/her staff in presentations before the Rockingham Superior Court and/or Grand Jury where applicable
- F. Assist with supervision and coordination for attendance of all members of the Police Department and Town Government in court appearances in the Derry District Court and assist the supervision and coordination by the Rockingham County Attorney and the Attorney General staffs in court appearances in the Rockingham Superior Court where applicable
- G. Assist with research and develop policies for the preparation and presentation of court cases and courtroom testimony by all members of the department
- H. Review all criminal and juvenile cases prior to courtroom presentation for probable cause and effective case presentation
- I. Meet with sworn police officers and witnesses in criminal and juvenile cases prior to courtroom presentation to discuss the facts and evidence in the case and prepare for an effective courtroom presentation.

**V. ADDITIONAL DUTIES**

- A. Perform other related duties as assigned by the Chief of Police.

**VI. WORKING CONDITIONS/PHYSICAL & MENTAL EFFORT**

- A. Work is primarily performed in a standard office environment and in the Courts but requires on-site visits to emergency sites, crime scenes, and various law libraries.

- B. Work may be performed under highly stressful conditions and/or with assigned deadlines.
- C. The work involves extended periods of sitting, and occasional standing and/or walking.
- D. Work requires the ability to listen and communicate effectively, both in writing and verbally.
- E. Incumbent must be able to/have the ability to:
  - i. Manage time effectively and manage several tasks at the same time
  - ii. Communicate effectively over law enforcement radio channels
  - iii. Read and understand the English language at a level and speed adequate to perform the job and must be able to maintain confidentiality
  - iv. Analyze issues, facts, and data, and solve problems
  - v. Effectively persuade others by using reason and logic
  - vi. Safely operate a vehicle
  - vii. Attend Court sessions and meetings of the various Boards and Committees of Town Government
  - viii. Work in a team environment.

## **VII. EQUIPMENT USED**

- A. General office machines and equipment; i.e., computer associated equipment and software
- B. Motor vehicles
- C. Telephones (land line and mobile)
- D. Standard police/emergency radio equipment.

## **VIII. QUALIFICATIONS**

- A. Knowledge and/or Familiarity of:
  - i. Federal and state criminal and civil law
  - ii. Courtroom procedures and demeanor

- iii. After training, local ordinances and building and zoning codes
- iv. Modern police strategies, methods, policies, procedures, and rules
- v. Principles of policing and programs
- vi. Public relations
- vii. Media relations

**B. Ability to Learn how to:**

- i. Perform effective legal research
- ii. Write memorandums of law and legal opinions
- iii. Learn Police Department and Town of Londonderry policies, procedures, and rules and regulations
- iv. Express concepts and ideas concisely, in writing and orally
- v. Exercise independent judgment and initiative
- vi. Manage interpersonal and organizational conflict
- vii. Establish and maintain effective working relationships with Police Department personnel, Town and community contacts, representatives of other criminal justice agencies, and the general public.

**IX. EVIDENCE OF QUALIFICATIONS**

- A. Must be a full time sworn officer under the employ of the Town of Londonderry's Police Department and have no written reprimands or suspensions within one (1) year of assignment date.
- B. Must have at least two years of full time active experience as a certified police officer with the Town of Londonderry.

**X. SELECTION PROCESS**

- A. Selection process consisting of Field Evaluation by the Chief of Police or his designee and an Oral Examination Board made up of three (3) representatives of the Londonderry Police Department to include the Prosecutor, a Captain and a Lieutenant.
- B. The selection will be made by the Chief of Police from the top 5 candidates based on the above criteria.

C. A sworn officer who has previously served in this training position will not be able to re-apply unless there are no other officers who are qualified and interested in this position.

**XI. ASSIGNMENT**

A. The Chief of Police will make the assignment based on the recommendation of the Oral Board and the Services Commander.

**XII.** These policies and procedures replace and supersede all policies, procedures, rules, regulations, and written directives regarding JOB DESCRIPTION: PROSECUTOR TRAINEE.