

POSITION DESCRIPTION

Class Title: Police Officer

Department: Police Department

Date: June 14, 2016

GENERAL PURPOSE

This is general duty police work involving the protection of life and property.

This employee enforces the law and monitors order in the Township through patrol of the area and responses to specific requirements relayed by radio dispatch. Work is performed in accordance with applicable laws and regulations, under professional standards and specifically established departmental rules, policies and procedures but still requires considerable judgement, due to the potential personal damages and hazards to the public which may be encountered. Work is performed independently after a formal training and orientation program. Work requires courteous and tactful treatment of people under stress, and the exercise of control and authority over persons whose reactions may be easily predictable.

Work is reviewed by the Police Chief for effectiveness and adherence to professional standards, police procedures and Township policies.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Patrols the Township in the police cruiser; receives special assignment and reports activities by two way radio; enforces motor vehicle and criminal laws; pursues fleeing suspects; performs rescue operations and renders assistance to the public; and corrects or reports hazardous situations.

Performs searches of vehicles, buildings and large outdoor areas to detect illegal or suspicious conditions. Physically checks doors and windows of buildings to ensure they are secure. Conducts visual and audio surveillance.

Investigates citizen complaints of illegal activity and takes corrective actions which may include arrest of violators.

Processes arrested suspects, including photographing and fingerprinting. Transports prisoners and committed mental patients using handcuffs and other appropriate restraints.

Detects, collects and preserves evidence and substances of illegal activities that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions. Presents and explains evidence in court.

Gathers information in criminal investigations by locating, interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers; and to arrange for their appearance in court as needed.

Testifies in court regarding the facts of incidents and investigations.

Prepares and presents written and oral reports of activities, incidents, investigations; prepares and processes affidavits, citations, warrants and other legal and non-legal documents.

Provide to citizens, including juveniles, information and directions, mediate disputes and advise of rights and processes.

Assist at fires, accidents, emergencies, disasters and public gatherings in order to maintain order, crowd and traffic control, and perform rescue functions assisting emergency crews.

Cooperates with Federal, State and County law enforcement officers, as requested.

Works closely with local district justices, fire and ambulance companies and other police departments.

Participates in self-study or on-the-job training to develop and maintain a knowledge of specialized aspects of police work such as juvenile work, crime prevention, weapons, narcotics, first-aid, etc.

NONESSENTIAL DUTIES

Assists in directing traffic at work sites.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Graduation from high school, diploma or GED equivalent, and
- (B) Minimum required training and certification as mandated by the Municipal Police Officers' Education and Training Commission; or
- (C) Any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of police procedures and methods and laws regarding criminal actions and motor vehicles; and methods and techniques of crime and accident investigation.
- (B) Skill in operating a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow; skill in loading, unloading, aiming and firing from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certifications standards; and skill in operating all other listed tools and equipment.
- (C) Ability to react quickly and calmly with sufficient health, strength and physical ability in emergency situations, which may require pursuit and physical control of other persons and to choose the proper course of action; ability to deal firmly, tactfully and courteously with the public and in the enforcement of laws and to endure verbal and mental abuse when confronting suspects and other individuals; ability to understand and carry out oral and written instructions and to learn and properly apply laws, policies, and procedures; ability to observe and accurately recall details of appearance, actions, statements and other occurrences; ability to communicate clearly and effectively, orally and in writing, in reports and with employees, other governmental agencies, Township officials and the general public.

SPECIAL REQUIREMENTS

Must possess a valid Pennsylvania driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Telephone, calculator, computer, electronic typewriter, copy machine, fax machine; police cruiser, service revolver, shotgun, night stick, mace, mobile and portable radios, scanner, speed-check unit and line painter.

PHYSICAL DEMANDS

The 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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk; use of hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee regularly is required to see, talk, hear and smell. The employee is frequently required to climb, balance, stoop, kneel, crouch or crawl. The employee is occasionally required to run and jump up, down and over obstacles and to use bodily force.

The employee must occasionally lift, carry and/or drag heavy persons or objects exceeding 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must be able to perform all of the above listed essential duties and responsibilities with the listed necessary knowledge, skill, ability and physical demands of a police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements, which requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

WORK ENVIRONMENT

The 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.

While performing the duties of this job, the employee regularly works in an office or in the police cruiser; and occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

PERSONAL CHARACTERISTICS

Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption or unlawful monetary gain, it is the "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill and integrity.

Additionally, police officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment; or these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers and the public are a substantial disadvantage in the hiring process.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POLICE DEPARTMENT

APPLICATION FOR EMPLOYMENT

When returning this application, made sure to enclose copies of Act 120 training and any other police related training.

After your application is reviewed and you are found to have the needed training, and interview will be set up.

If you are found to be eligible for employment, a background investigation will be made to determine your suitability for police work. The background shall include, but will not be limited to, a criminal history check, a credit check, personal interviews, etc.

Upon returning this application, I give my permission for this department to review my background, background records, etc.

Sign Name

Date