



**EAST HEMPFIELD  
TOWNSHIP POLICE  
DEPARTMENT**

1700 NISSLEY ROAD BOX 128  
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PH (717) 898-3103

**Chief Stephen A. Skiles**

SUBJECT:

**POLICE OFFICER  
JOB DESCRIPTION**

**ORDER #: 1.14**

<b>ISSUE DATE:</b>	<b>EFFECTIVE DATE:</b>	<b>BIENNIAL REVIEW DATE:</b>	<b>RESCINDS PREVIOUS ORDER #:</b>	<b>PLEAC #</b>
Nov 17, 2014	Dec 1, 2014	January	(all previously issued)	N/A

**I. PURPOSE**

The police officer provides basic law enforcement services to the community within the mission, goals, and objectives of the agency, and in compliance with governing federal, state, and local laws. The police officer patrols roads in the township, responds to calls for assistance, enforces laws to provide for public safety, and protects the life and property of citizens in the township. The police officer performs a variety of public safety tasks in the performance of law enforcement activities.

**II. SUPERVISION RECEIVED**

Works under the direction of a Sergeant or OIC and the agency chain of command structure.

**III. SUPERVISION EXERCISED**

None

**IV. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Patrols assigned area in police vehicle to maintain vigilance for occurrence of suspected criminal activity, violation of state and local laws, and need for police assistance; responds to citizen complaints or requests for assistance; checks doors and windows and examines buildings and residences in order to detect suspicious conditions. Completes logs and prepares reports of activities.
2. Enforces public safety laws and ordinances; issues warnings, citations, and summons in response to violations of laws; apprehends suspects on foot or in police vehicles; makes arrests using appropriate force and restraint devices; accompanies prisoners to the police station, or court, and appear in court as the arresting officer or witness officer.

3. Directs traffic; investigates vehicle accidents; assists with rescue operations; engages in crowd control at special events and other public gatherings. Performs traffic enforcement activities in high priority areas; investigates vehicle crashes, control traffic at special events and other areas of congestion, conduct traffic surveys to identify problem areas.
4. Acts as a peace officer in situations requiring intervention; i.e. fights, family disputes; intervene in sensitive, emotionally charged confrontations.
5. Investigates crimes or complaints; interviews witnesses to incidents; record information received from persons or documents in the appropriate format; prepares arrest reports, activity logs, incident reports, general reports, or other necessary reports; locates, collects, and secures evidence, communicates facts and records of events in written narrative form; may work in conjunction with detectives on major investigations; interacts with various law enforcement agencies to gather or disseminate information.
6. Operates police vehicles, police radios, speed enforcement equipment, and office equipment.
7. Stays abreast of information relevant to police work; successfully completes annual state-mandated training & certification courses, attends other job-related training seminars, participates in Department meetings to discuss police issues, policy, and procedures. Provides visibility and gives talks at public events.

## **V. MINIMUM QUALIFICATIONS**

- Must be twenty-one (21) years of age or older;
- Be a citizen of the United States;
- High school diploma or equivalent;
- Free from convictions of a criminal offense for which more than one (1) year in prison can be imposed;
- Possess a good work history;
- Display a history of showing respect for the law and the rights of others;
- Free from addictive or excessive use of either alcohol or drugs;
- Free from the use of illegal controlled substances;
- Free from any debilitating conditions which may affect the ability to perform as police officer;

- Normal depth and color perception and free of any other significant visual abnormality;
- May not be missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements.
- Shall have audio acuity sufficient to distinguish a normal whisper at a distance of 15 feet.
- Free from any other significant physical limitations or disabilities which would, in a physician's opinion, impair the applicant's ability to perform the essential duties and responsibilities of a police officer or complete the required minimum training requirements.
- Be psychologically capable of exercising appropriate judgment or restraint in performing the essential duties and responsibilities of a police officer.
- Be subjected to a thorough background investigation which will include, but not be limited to criminal history check, credit history check, personal interviews, interviews of the applicant's previous employers, check of driving record verifying that the applicant has a valid driver's license, and a determination that the applicant is free from a history of infamous or disgraceful conduct.

Licenses and Certifications: Must possess and maintain a valid Pennsylvania driver's license and a satisfactory driving record. Must possess M.P.O.E.T.C. certification.

Necessary Knowledge, Skills and Abilities:

- Any combination of education and experience which indicates possession of the skills, knowledge, and abilities listed below. An example of acceptable qualifications for this position is completion of High School or equivalent, certification of completion of Act 120 training, and ability to pass competitive examination and pre-employment screening. Must also maintain a valid Pennsylvania driver's license. Must be available for emergencies on a 24 hour basis.

Thorough knowledge of:

- Police policies and procedures.
- Department policies, rules and procedures,
- Local and State laws pertaining to law enforcement.
- Principles of crime investigation.
- Techniques of interview and interrogation.
- Methods of identification and preservation of evidence.
- Township geography
- First Aid.

Ability to:

- Cooperate and work well with others as member of a work unit and/or team.
- Maintain polite and courteous manner with the public.
- Communicate effectively in oral and written form.
- Apply rules and common sense to resolve a problem or situation.
- Evaluate information involving facts and circumstances to determine accuracy, completeness, and relevance, and take decisive action.
- Follow complex oral and written instruction.
- Demonstrate tact and courtesy when confronted with angry or hostile persons.
- Ability to multi-task.
- Ability to present a positive image in a professional manner.
- Ability to communicate well, express ideas, and explain information effectively.
- Ability to demonstrate a high standard of ethics and integrity.
- Ability to be self-motivated.
- Ability to perform work with minimal direct supervision.
- Demonstrate physical fitness under stressful conditions.
- Recognize inconsistencies or abnormalities in the environment which indicate a problem or unsafe conditions and take appropriate action.
- Successfully complete annual In-Service Training, as required by Act 120.
- Successfully qualify in the use of firearms and weapons approved for use by the Department.
- Ability to demonstrate a strong internal and external customer service orientation.
- Ability to demonstrate effective listening, inquiry and feedback skills.
- Ability to respond tactfully to complaints, concerns and questions, and appropriately direct response or take appropriate action to resolve situation or inquiry.
- Ability to work effectively as a member of a team.
- Ability to inspire trust.
- Ability to guard confidentiality of information

## **VI. TOOLS AND EQUIPMENT USED**

To include, but not limited to; Police Vehicle, Expandable Baton, Soft Body Armor, Drug and Narcotic Field Test Kit, Business Directory, Pepper Spray, Car Door Lock Opening Device Fire Extinguishing Agents, Blood-borne Pathogen Protection Equipment ,First Aid Kit, Road Flares, Flashlight, Flexi cuffs, Handcuffs, Hand-held Police Radio, Public Address System, Traffic Cones, Alley Light/Spot Light, Semi-Automatic Pistol ,Magazine, Cartridge, Shotgun, Electronic Speed Timing Device, Computer Equipment /Mobile Data Terminal, Police Vehicle Radio Equipment, Typewriter, Lights and Sirens, Marking Chalk, Rubber Gloves, Tape Measure, Barrier Tape, Weapon Cleaning Equipment, Fluorescent Vest, Hobbles/Shackles, Whistle, Rape Victim Evidence Kit, Blood-Borne Pathogen Clean-up Equipment, Electronic Control Weapons (ECW) - TASER, Rifle.

## **VII. PHYSICAL DEMANDS**

Police Officers must also perform the essential functions and tasks associated with the following minimum core job requirements of a municipal police officer in the Commonwealth of Pennsylvania as specified by the Municipal Police Officers Education and Training Commission:

- Respond to and Conduct Initial Investigations of Various Crimes and Events
- Protect Crime Scene and Collect Evidence and Information
- Arrest and Detain Persons
- Conduct Search and Seizure
- Provide Emergency Services and Assistance
- Respond to and Conduct Investigation of Motor Vehicle
- Enforce DUI and Other Commonwealth Motor Vehicle Laws
- Operate Emergency Vehicle
- Execute Motor Vehicle Stop and Investigate Occupants
- Use Physical Force and Exertion to Perform Duties
- Develop and Maintain Positive Community and Interpersonal Relations
- Write and Read Reports and Other Work Related Documents and materials
- Present Evidence and Testimony
- Intervene in and Control Human Conflicts
- Use Deadly Force
- Perform General Patrol Duties

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions and tasks of this job. These demands are considered a business necessity and a job requirement.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or listen. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hand and arms; climb or balance; stoop, kneel, crouch, or crawl; taste, and smell.

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

## **VIII. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions and tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If an accommodation is made, the individual will be expected to perform all of the essential job functions.

While performing the duties of this job, the employee frequently works outside in adverse weather conditions. The employee occasionally works near moving mechanical parts; in high precarious

places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration, etc.

The noise level in the work environment is usually quiet, while in the office, and moderately noisy, while in the field.

## **IX. GENERAL GUIDELINES**

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 East Hempfield Township and the employee, and the duties of a Police Officer are subject to change by the employer as the needs of the employer and requirements of the job change.

This position description is intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

**FLSA Status:** Non- Exempt

## **X. DISTRIBUTION**

All sworn police personnel.

## **XI. RESPONSIBILITY**

It is the responsibility of all police personnel to become familiar with this policy and to adhere to its procedures.

## **XII. REVIEW**

This policy shall be reviewed periodically and amended, as needed.

**XIII. AMENDED**

**XIV. ATTACHMENTS**

**XV. EFFECTIVE DATE**

This Order effective : 1 Dec 14

**BY ORDER OF** \_\_\_\_\_.