

1.5.1 Selection and Hiring of Sworn Personnel

Appendix A - Police Officer Job Description

Police Officer

A. Position Summary:

1. A Police Officer, certified by the Pennsylvania Municipal Police Officers Education Training Commission (MPOETC), is tasked with carrying out the mission of the Kingston Township Police Department (KTPD). Police Officers, sworn township employees, will carry out this mission by performing the general duty police work of protecting life and property of those within its jurisdiction {citizens, workers, property owners, visitors of Kingston Township, and others} and enforcing criminal laws, traffic laws, and ordinances. Police Officers are required to possess an ability to perform numerous tasks in an effort to accomplish this mission. Police Officers are expected to perform their duty, both self-initiated and as directed, in accordance with, but not limited to, this job description as outlined, as well as KTPD rules and regulations, and applicable law.

B. Essential Duties, Functions, and Tasks include, but are not limited to, the following:

1. Patrols the township/assigned sector in a vehicle, bicycle (when authorized) or on foot during an assigned shift, to prevent or detect criminal behavior, maintain order, and observe and appropriately respond to public safety conditions and circumstances within the township.
2. Responds as primary or backup unit to emergency and non-emergency calls for service, involving both criminal and non-criminal matters
3. Receives complaints, inquiries, and information from citizens, in person or by telephone; provides aid, assistance, information, or referrals as required.
4. Talks to residents, merchants, and visitors to maintain good community relations.
5. Reports hazardous conditions to the appropriate authorities; contacts owners or authorized agents to secure damaged, recovered, or illegally entered property or premises.
6. Investigates crimes, incidents, traffic crashes, alarms, and suspicious activity or circumstances.
7. Searches persons, buildings, vehicles, and open areas with regard for both proper tactics and constitutional safeguards.

8. Locates, preserves, collects, and processes physical evidence, including DNA evidence; takes photographs; dusts for fingerprints; makes sketches and diagrams; maintains chains of custody.
9. Identifies, locates and interviews victims, complainants, witnesses, and suspects; conducts custodial interrogations of arrested persons in accordance with constitutional safeguards.
10. Enforces traffic laws by stopping motorists and issuing citations or warnings as appropriate; directs traffic around traffic crashes, disabled vehicles, or obstructions; enforces parking regulations.
11. Assists stranded motorists and others in need of immediate assistance; gives directions to lost motorists or pedestrians.
12. Controls crowds at crime scenes, fires, parades, demonstrations, and other events.
13. Makes arrests using the amount of force reasonably necessary under the circumstances and in accordance with other policies; executes warrants, serves legal papers, issues summonses and citations.
14. Searches, fingerprints, photographs, books, guards, and transports detainees.
15. Prepares and submits written and digital reports and forms in accordance with KTPD policy and procedures.
16. Utilizes speed-detection devices, breath-testing equipment, mobile data terminals, video and audio recording systems, and other electronic equipment, with proper training.
17. Uses discretion and judgment within the limits of the law and KTPD policy to accomplish organizational goals and objectives.
18. Requests assistance as necessary to handle situations; keeps superior officers informed of significant events or circumstances.
19. Cooperates with other law enforcement and public safety agencies in the performance of official duties.
20. Files criminal charges, consults with prosecutors, and testifies at grand juries, hearings, and trials as required.
21. Maintains proficiency and certification with weapons and other equipment as required.

22. Attends roll calls, briefings, and training as required.
23. Reviews significant activity reports, crime analysis bulletins, wanted posters, and other information to maintain familiarity with criminal activity in the area.
24. Reviews statute books, written directives, training materials, videotapes, and electronic materials to maintain familiarity with laws, policies, and procedures.
25. Inspects vehicles, equipment, and uniforms, and keeps them in clean and serviceable condition.
26. Assists supervisors with administrative tasks; handles supervisory tasks in absence of supervisor as appropriate.
27. Instructs orientation and training courses as designated and required.
28. Provides feedback and suggestions regarding KTPD policies, procedures, and equipment.
29. Checks for telephone or e-mail messages at least twice during a work shift. Returns all messages in a prompt and professional manner.
30. Maintains reasonable contact and communication with KTPD when off-duty, either by land line, wireless phone, or other accepted means.

C. Required Knowledge, Skills, and Abilities

1. The Police Officer must be proficient in the English language, including verbal and written communication; must work with or without direct supervision; use independent judgment and discretion. They must have a thorough knowledge of KTPD policies, procedures, Rules of Conduct, patrol procedures and practices, Pennsylvania law, Township Ordinances, court decisions affecting police work, all pertinent working agreements, and/or the ability to access the information expeditiously.

D. Physical Requirements

1. The Police Officer must have the physical strength and ability to walk, stand, run, bend, stoop, crouch, crawl, carry equipment, climb stairs and ladders, reach, finger grasp, push, pull, sit and stand for extended periods of time, perform repetitive motions, overcome physical resistance, and occasionally lift more than 100 pounds. Reasonable physical fitness is

required for the position. Manual dexterity required to operate weapons and equipment is essential.

2. The Police Officer works mainly outdoors in all types of weather and environmental conditions but must occasionally work indoors. They may be subject to dangerous conditions.

E. Mental Requirements

1. The Police Officer must have the ability to communicate clearly with supervisors, subordinates, and the public; constantly think quickly, use sound judgment, and maintain alertness under adverse and life-threatening situations; and control personal feelings and emotions.

F. Other Requirements

1. The Police Officer shall possess a high school diploma or General Equivalency Diploma (G.E.D.).
2. The Police Officer shall be certified at the time of appointment and maintain certification as a municipal police officer by the Pennsylvania Municipal Police Officers Education Training Commission (MPOETC).
3. The Police Officer shall possess a current and valid Pennsylvania driver's license and be physically and mentally capable of driving motor vehicles.