



**Tenafly Police Department  
100 Riveredge Road  
Tenafly, NJ 07670**

**Police Officer - Essential Functions**

The essential functions that police officers of this agency must have the ability to perform include, but are not limited to, the following:

1. Speak, read, and write the English language.
2. Walk or stand, sometimes for long periods of time, in extreme weather conditions.
3. Run, sometimes sprinting at a high rate of speed for short distances, in extreme weather conditions and/or in physically hazardous locations.
4. Ascend and descend stairs.
5. Climb over, pull up over, and jump over obstacles.
6. Jump down from elevated surfaces.
7. Climb and/or crawl through openings.
8. Crawl under obstructions or in confined areas.
9. Balance on uneven or narrow surfaces.
10. Use bodily force to gain entrance or break through barriers.
11. Push objects, vehicles, or persons.
12. Pull objects or persons.
13. Lift and carry objects or persons.
14. Drag objects or persons.
15. Sit or stand for extended periods of time.
16. Swim.

17. Employ defensive tactics using balance, leverage, concentration of power and opponent's power.
18. Have a valid NJ driver's license and means of transportation to and from work at all times.
19. Detain individuals.
20. Stop suspicious individuals and vehicles.
21. Pursue a fleeing suspect, in vehicles and on foot.
22. Disarm persons.
23. Restrain or subdue resisting suspects.
24. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
25. Conduct visual surveillance.
26. Perform law enforcement patrol functions on foot, in a vehicle, or possibly even on a bicycle or motorcycle if so assigned and properly trained.
27. Issue summonses.
28. Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
29. Observe, recall, and report incidents and information.
30. Operate a radar unit and/or other job-related equipment.
31. Administer field sobriety tests.
32. When trained to do so, fingerprint, photograph, and videotape individuals, objects, and scenes.
33. Transport citizens, prisoners, intoxicated persons, persons under the influence of controlled dangerous substances, and emotionally disturbed persons, using handcuffs and other restraints when appropriate.
34. Work rotating shifts and adapt to irregular working conditions.
35. Report for duty immediately when ordered to do so.
36. Maintain mental alertness and readiness to act, even during periods of calm and inactivity.

37. Identify, collect and preserve evidence.
38. Secure the scene of a crime, emergency or disaster using any accepted means (signage, police tape and/or physically as needed).
38. Stand guard at the scene of a crime, emergency or disaster to prevent damage, loss, or injury to persons or property.
39. Control crowds.
40. Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
41. Perform rescue and support functions at the scenes of accidents, emergencies and disasters.
42. Administer emergency first aid when certified.
43. Administer CPR (when certified), and maintain all required certifications in First Responder and related medical techniques.
44. Physically check buildings, both residential and non-residential, including doors and windows to insure that they are secure.
45. Mitigate hazardous conditions by direct action and/or notification of appropriate authorities and agencies.
46. Perform searches of persons, vehicles, buildings, and large outdoor areas which may involve seeing, feeling, hearing and detecting objects, and/or walking for sustained periods of time.
47. Search for missing, wanted or lost persons or evidence.
48. Load, unload, aim and fire a handgun, shotgun, or other required weapons under a variety of conditions and from a variety of positions in accordance with current qualification standards.
49. Carry a weapon or weapons, both lethal and non-lethal, in accordance with current policies and procedures.
50. Process arrested persons, including examining documents, communicating verbally, and eliciting and recording information.
51. Understand and follow orders, policies and procedures, accepting direction and functioning cooperatively as a member of a unit.
52. Communicate effectively, both verbally and in writing, detailing incidents and activities of yourself and other persons as needed.

53. Prepare written investigative and other reports, including the use of computers for word processing and detailed sketches, using proper grammar, symbols, and mathematical computations.
54. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, warrants, search warrants, subpoenas and others.
55. Execute criminal and non-criminal warrants and summonses.
56. Communicate effectively and coherently using a telephone or radio, initiating and responding to verbal communication.
57. Enter and retrieve data from various computer systems.
58. Enter and retrieve sensitive and non-sensitive data from in-house computer systems, local and state court records, Motor Vehicle Commission, Criminal Justice Information Services, and the National Crime Information Center.
59. Receive, file, and transmit teletype communications.
60. Communicate effectively in court and other formal settings. Be able to testify during hearings, trials, and other proceedings.
61. Communicate effectively with people, including juveniles, by giving information and direction, eliciting information, and advising of rights, processes and procedures.
62. Communicate with individuals who are in an agitated, distraught, and/or other highly emotional condition.
63. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
64. Mediate disputes and confrontations with hostile and potentially violent or violent individuals.
65. Gather information by observation of behavior, visual inspection and oral communication, determine what information is significant, assess a situation based on that information and exercise independent judgement to make decisions concerning choices of action to be taken, equipment to be used, etc.
66. Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during short periods of time.
67. Exercise independent judgment in determining when there is sufficient cause to detain, search and/or arrest persons. Must have the ability to make quick, rational judgments under extremely stressful conditions involving the use of force and the appropriate level of force to use, including both deadly and non-deadly force.

68. Endure verbal, mental, and other abuse, including threats, taunts, and insults to you and possibly fellow officers and even family members, maintaining composure and professionalism.
69. Withstand exposure to and appropriately manage the stress involved in dealing with some of the things you may come in contact with, such as hostility, antagonistic situations, dealing with victims of crime, accidents, disasters, violence, domestic violence and child abuse.
70. Face and handle the stress of dealing with sick and/or dying persons including children, life-threatening situations, observing persons already deceased, suicide victims and their surviving family members and friends.
71. Investigate and prepare reports on motor vehicle crash investigations.
72. Conduct preliminary criminal investigations and prepare thorough reports.
73. Change assignments and scheduling as needed and work weekends, holidays, and times not required in most private sector employment. You must also be available for recall to duty with little notice when needed for emergencies.
74. Law enforcement is an ever-changing environment, requiring officers to stay abreast of changes in law, policies and procedures to address new issues and trends.
75. Perform any other relevant task applicable to a given assignment within the police department in accordance with current policies, procedures, and standards.

Initial each of the above pages in the bottom right hand corner.

By signing below, I indicate that I have read and understood the Essential Functions of a Police Officer as defined by the Tenaflly Police Department. My signature also serves as acknowledgment that the functions represented here may be required of me throughout my career as a Police Officer for the Borough of Tenaflly.

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Signature

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Date

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Print Full Name