

POSITION DESCRIPTION

Class Title: Police Officer
Department: Police
Date: January 5, 2015

GENERAL PURPOSE

The Police Officer performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and Township laws and ordinances.

Patrols Derry Township streets, parks, commercial and residential areas to preserve the peace and enforce the law, controls vehicular traffic, prevents, detects and investigates misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at the scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of the scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Logs if required, reports of investigation, property reports, criminal investigation reports, general incident reports, traffic accident reports, death investigation reports, etc.

Undertakes Community Police oriented work, and assists citizens with such matters as crime prevention drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within the township limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigating reported or observed violations of the law, and conducting patrol activities.

Coordinates activities with other officers or other Derry Township departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Dauphin County District regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about department activities.

Performs other duties as required.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with the general public, court officials, and other Derry Township officials in the performance of police operations/activities.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

General:

- (A) Must be 21 years or older at the time of employment.

- (B) Must possess, or be able to obtain by time of hire, a valid Pennsylvania State driver's license without record of suspension or revocation in any State.
- (C) Criminal convictions and criminal histories within the past seven years are disqualifying.
- (D) U.S. citizen.
- (E) Must be able to read and write the English language.
- (F) Must be of good moral character and of temperate and industrious habits.

Education and Experience:

- (A) High school diploma or equivalent, encouraged to possess a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- (B) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- (B) Some skill in operating the tools and equipment listed below.
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; to perform work requiring good physical condition; to communicate effectively orally and in writing; to establish and maintain effective working relationships with subordinates, peers and supervisors; to exercise sound judgment in evaluating situations and in making decisions; to follow verbal and written instructions; to meet the special requirements listed below; to learn the Township's geography.

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet Department's physical standards by satisfactorily completing all of the training requirements of Act 120, Pennsylvania Municipal Police Training Act.

SELECTION GUIDELINES

Formal application, review of education and experience, appropriate testing including written and physical agility test, oral interview, background investigation, credit history, physical and psychological examinations, polygraph examination, final selection.

TOOLS AND EQUIPMENT USED

Police car, police radio, vascar, handgun and other weapons as required, baton, handcuffs, Breathalyzer, Taser, first aid equipment, pepper mace.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand, walk; use hands and fingers, to handle, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 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.

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 frequently works in outside 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.

The noise level in the work environment is usually moderate.

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.