

## **POLICE OFFICER**

### **DEFINITION**

Under the direction of a superior officer, during an assigned tour of duty, works in the police station or patrols a designated area to provide assistance and protection for persons, to safeguard property and life, to prevent crimes, to apprehend violators; performs related duties as may be required, to enforce all laws, ordinances or regulations.

### **DUTIES AND RESPONSIBILITIES**

Patrols designated areas in a radio cruiser car or on foot to preserve law and peace

Attempts to prevent and discover the commission of crime

Enforces traffic and parking regulations

Answers calls and complaints involving disorderly persons, domestic disputes, fires, thefts, accidents and crimes

Conducts preliminary investigations

Gathers evidence, makes arrests and testifies in court

Arrests violators of the New Jersey Criminal and Motor Vehicle Laws

May serve court papers, search warrants and subpoenas

Receives complaints and provides aid to the public

Serves as police dispatcher as assigned

Interrogates suspects and witnesses, maintains surveillance over persons and places suspected of illegal activities

Directs and regulates traffic and operates radar equipment

Enforces statutory regulations; issues citations

**DUTIES AND RESPONSIBILITIES (continued)**

Ensures operational effectiveness of a variety of police and first aid equipment

Conducts accident investigations; interviews principals and witnesses

Examines vehicles and roadways

Seeks and develops sources of information

Prepares and may type necessary reports

May be assigned to traffic and safety education programs

May be assigned to maintain and calibrate radar equipment

Protects properties that come into possession for safekeeping

Maintains order at public gatherings

Participates in training as directed, provides services in areas of first aid, escort, rescue and protection of life and property

**When assigned to the Detective Division**

Initiates and brings to a conclusion investigations pertaining to criminal activities and crimes

Performs supervisory functions when necessary

May supervise on-scene investigations; dusts crime scenes for latent prints; photographs, collects and preserves evidence

Interviews victims, witnesses, suspects; takes statements

Prepares cases for court and Grand Jury; makes appearances when necessary

**DUTIES AND RESPONSIBILITIES (Detective Division)**  
**(continued)**

Performs necessary office work for completion of assignments

May develop and implement methods for informing public of ways to assist law enforcement in prevention of crimes and promotion of safety

Compiles information on criminal activity through the use of informants and other sources

Provides assistance and guidance to juveniles

**ESSENTIAL JOB FUNCTIONS**

\* Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations

\* Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations

\* Ascend or descend stairs

\* Climb over, pull up over, and jump over obstacles

\* Jump down from elevated surfaces or areas

\* Climb or crawl through openings

\* Crawl under obstructions or in confined areas

\* Balance on uneven or narrow surfaces

\* Use body force to gain entrance or break through barriers

\* Push objects, vehicles, or persons

\* Pull objects or persons

\* Lift and carry objects or persons

\* Drag objects or persons

**ESSENTIAL JOB FUNCTIONS (continued)**

- \* Sit or stand for extended periods of time
- \* Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power
- \* Swim
- \* Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow
- \* Detain individuals
- \* Stop suspicious individuals and vehicles
- \* Pursue fleeing suspects, in a vehicle or on foot
- \* Disarm persons
- \* Restrain or subdue resisting suspects
- \* Effectuate a full physical custody arrest, forcibly, if necessary, using handcuffs and other restraints
- \* Conduct visual and audio surveillance
- \* Perform law enforcement patrol functions, on foot or in a vehicle
- \* Issue summonses
- \* Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
- \* Observe, record, recall and report incidents and information
- \* Operate radar equipment
- \* Administer field sobriety tests
- \* Operate a fire extinguisher

**ESSENTIAL JOB FUNCTIONS (continued)**

- \* Fingerprint, photograph and videotape individuals, objects and scenes
- \* Transport citizens, prisoners and committed mental patients, using handcuffs and other restraints, when appropriate
- \* Work rotating shifts and adapt to irregular working conditions
- \* Maintain mental alertness and readiness to act, even during periods of calm and inactivity
- \* Identify, collect, label and preserve evidence
- \* Secure the scene of a crime, emergency or disaster
- \* Stand guard at the scene of a crime, emergency or disaster to prevent damage, loss or injury
- \* Control crowds
- \* Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force
- \* Perform rescue and support functions at the scenes of accidents, emergencies and disasters
- \* Administer emergency first aid
- \* Physically check buildings, including doors and windows, to insure that they are secure
- \* Remedy hazardous conditions by direct action or through notification of the appropriate authority or agency
- \* Perform searches of people, vehicles, buildings and large outdoor areas, which may involve seeing, feeling and detecting objects, and walking for long periods of time
- \* Search for missing, wanted or lost persons and evidence

**ESSENTIAL JOB FUNCTIONS (continued)**

- \* Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards
- \* Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information
- \* Understand and follow orders, policies and procedures
- \* Accept direction and function cooperatively as one member of a unit
- \* Communicate effectively verbally and in writing, detailing incidents and activities of those involved
- \* Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations
- \* Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits and warrants
- \* Communicate effectively and coherently over telephone, hand-held portable radio and radio, initiating or responding to verbal communications
- \* Communicate effectively in court and in other formal settings
- \* Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes and procedures
- \* Communicate effectively with individuals in an agitated or distraught condition
- \* Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives

**ESSENTIAL JOB FUNCTIONS (continued)**

\* Mediate disputes and confrontations with hostile and potentially violent individuals

\* 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 judgment to make decisions concerning choice of action and equipment

\* Perform a variety of tasks, involving different and sometimes contrasting skills in rapid succession during a short period of time

\* Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree

\* Endure verbal, mental and physical abuse, including threats, taunts and insults to self, family and fellow officers

\* Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions and behavior in antagonistic settings; with crime victims, accident victims, disaster victims and their families; with incidents of suicide and domestic violence

**QUALIFICATIONS**

**Education, Experience, and Licenses**

Education sufficient to enable applicant to pass the required entrance examinations

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position

Ability to secure a firearms permit at the time of appointment

**Medical Examination**

Appointees may be required to pass a thorough physical and medical examination. Any medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to him/herself or others, or become aggravated as a result of performance of these duties may be cause for rejection or dismissal.

**Knowledge, Skills, and Abilities**

Ability to read, write, speak, understand and communicate fluently in English required with ability to read and understand state, county, local rules, ordinances and procedures. Other communication skills such as a second language are also desirable.

Ability to work effectively and harmoniously with the Borough Administrator, other municipal officials, employees and the public

Basic knowledge and understanding of the laws and ordinances which are significant from the police point of view

Knowledge of the methods likely to be useful in providing citizens and others with proper police information, service and protection, of the devices useful in getting people, individually and in groups, to conform to legal and social requirements of the types of police communication that are useful and feasible in the police department

Knowledge of the methods of detecting, apprehending, placing charges against, safeguarding and prosecuting lawbreakers; of providing police protection at places and times when needed; and of the measures likely to be useful in dealing with juveniles in such a manner as to enlist their support and minimize the types of behavior that lead to juvenile delinquency



**Knowledge, Skills, and Abilities (continued)**

Ability to analyze and interpret laws, ordinances, rules and regulations, laws, standards and procedures, and apply them to specific situations and causes

Ability to keep abreast of the changes in investigative techniques, laws, or statutes that will aid in the prosecution of offenders

Ability to direct police activities necessary in keeping good order at places where people assemble in large numbers

Ability to take and maintain a firm and correct stand when controversies and differences of opinion arise

Ability to prepare clear, sound, accurate and informative reports

Ability to learn the basic principles of police methods and operations

Ability to analyze situations rapidly and objectively and to act effectively to deal with them

Ability to learn modern police procedures and techniques, basic first aid, principles of investigation and interrogation, and applicable laws and ordinances

Ability to understand and carry out oral and written instructions

Ability to express oneself clearly and concisely, orally and in writing

Ability to develop skills in the use and care of firearms

Ability to operate a patrol vehicle under normal and emergent circumstances to include: high-speed operations, pursuit situations, while driving defensively and operating the two-way radio

**Knowledge, Skills, and Abilities (continued)**

Ability to physically and mentally pursue suspected criminal violators on foot, to apprehension; including the carrying of a nightstick, PR-24, 12-gauge shotgun

Ability to physically subdue suspected criminal violators who resist arrest or are in the process of physically harming victims

Ability to assist and administer emergency medical assistance to victims of MVA, or physical ailments; this may include CPR and the carrying of oxygen tanks and first aid kits from the vehicle to the scene under pressure situations, along with immediate patient assessment to determine the proper assistance required

Ability to properly control the flow of traffic at intersections and/or the scene of any major accident or disaster situations

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

\* Essential job function

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.