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# TOWN OF CLINTON POLICE DEPARTMENT

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CODE OF ETHICS

AND

JOB DESCRIPTION

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# CODE OF ETHICS FOR TOWN OF CLINTON POLICE OFFICERS

Law enforcement is an honorable calling. Service in this field demands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives which compel a police officer to discharge his responsibility in full measure.

A police officer's life is one of self-sacrificing service to a high ideal, based upon his recognition of the responsibilities entrusted to him and the belief that law enforcement is an honorable vocation. He fully accepts his responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public and private living. He accepts the obligation to report facts and to testify without bias or display of emotion, and to consider all information coming to his knowledge by virtue of his position as a sacred trust, to be used for official purposes only. He gives his loyal and faithful attention to the identification and apprehension of criminals, being equally alert to protect the innocent and prosecute the guilty. He performs the functions of his office without fear, favor, or prejudice and does not engage in unlawful or improper practices.

He does not disclose to unauthorized persons any information concerning pending matters which might be prejudicial to the interests of the State, the Town of Clinton, or the Department.

He does not seek to benefit personally by any confidential information which has come to him by virtue of his assignment. He is respectful and courteous to all citizens. He is faithful and loyal to his organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies and their respectives in matters of mutual interest and obligation.

Rigid adherence to the principles set out above is mandatory for anyone accepting a position in the Town of Clinton Department of Police. Acceptance of these principles should not be perfunctory; it should be weighed carefully. Citizens are quick to criticize any misconduct of members of the Department; the community places a trust in police officers and expects them to so conduct themselves as to merit this trust. Members should be proud to hold a position that demands so much.

There must be a moral philosophy and strong appreciation of the need for service in any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public.

Each member of the Town of Clinton Department of Police will be required to conform to the Law Enforcement Code of Ethics, as contained herein.

## LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind, to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint, and; be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before GOD to my chosen profession law enforcement.

## POLICE OFFICER JOB DESCRIPTION

1. Under the supervision of the Chief of Police performs law enforcement work involving the protection of life and property through the enforcement of laws and related preventive and investigative work.
2. Patrols designated areas in a police vehicle or on foot to preserve law and peace, to prevent and discover the commission of crime, and to enforce traffic and parking regulations.
3. Provides assistance to the general public, such as *for* lock-outs of

homes and motor vehicles, deliver emergency messages, assist the sick and infirm.

4. Answers calls and complaints involving drunkenness, domestic disputes, fires, thefts, accidents, and other misdemeanors and felonies.

5. Conducts preliminary investigations, gathers evidence, makes arrests, and testifies in court; serves court papers.

6. Answers telephones receiving complaints, inquiries, and requests for police assistance. Secures information as to the nature and location of offense or accident.

7. Searches for and collects evidence. Seeks and develops sources of information. Ascertains information necessary for the arrest of persons alleged to have committed a crime. Participates in the searching and booking of persons arrested. Prepares and types reports and maintains records.

8. Directs traffic. Operates radar equipment. Enforces municipal regulations. Issues citations. Ensures operational effectiveness of a variety of police and first-aid equipment.

9. Conducts accident investigations, provides first-aid for the injured, and takes safeguards to prevent further accidents. Interview principals and witnesses, taking written statements. Examines vehicles and roadways, observing traffic control devices and obstructions to view. Observes and reports all required information concerning accidents.

10. Investigates crimes. Searches for and preserves evidence. Interrogates suspects and witnesses. Maintains surveillance over persons and places suspected of illegal operations. Fingerprints prisoners and photographs persons arrested for crimes.

11. Serves, as assigned, as a police dispatcher.

12. Performs related work as required.

13. Be able to pass the New Jersey State Police Academy certification by the Police Training Commission, and all mandated courses.

14. Is able to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position.

15. Is able to analyze situations rapidly and objectively and to determine the proper course of action.

16. Is able to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

17. Is able to learn modern police procedures and techniques, basic first-aid, principles of investigation and interrogation, and applicable laws and ordinances.

18. Is able to understand and carry out oral and written instructions.

19. Is able to express oneself clearly and concisely, orally and in writing.

20. Is able to develop skill in the use and care of firearms.

21. Education. The Police Officer shall have graduated from high school, vocational high school, or possess an approved high school equivalent certificate and must be certified by the Police Training Commission.

22. License. The Police Officer will be required to maintain and possess a driver's license valid in the State of New Jersey.

23. Age. The Police Officer must be at least 18 years of age and must meet the requirements of the New Jersey Pension System.

24. Medical Examination. As a prerequisite to appointment, the Police Officer may be required to pass a thorough medical examination (including drug screening) and psychiatric examination to be administered by the Town of Clinton. Any psychological, 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 himself/herself or others, or become aggravated as a result of performance of these duties will be cause for rejection. A complete physical examination may be required every two years at the expense of the Town. Failure to comply with medical recommendations may be cause for dismissal. Persons with mental or physical disabilities are eligible as long as they are able to perform the essential functions of the position after reasonable accommodation is made to their known limitations. If the accommodations cannot be made because it would cause the Town of Clinton undue hardship, such persons may not be eligible.

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I acknowledge receipt of the TOWN OF CLINTON POLICE  
DEPARTMENT CODE OF ETHICS AND POLICE OFFICER JOB DESCRIPTION.

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Applicant's signature and date.

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# PART A

## TOWN OF CLINTON POLICE DEPARTMENT

### EMPLOYMENT APPLICATION

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Before considering any individual for employment with the TOWN OF CLINTON POLICE DEPARTMENT, certain information is required. This information has been divided in the application into two parts, Part A and Part B.

Complete Part A. An interview will be conducted and, if it has been determined that it would be of mutual interest to proceed further with the selection process, you will be required to complete and submit to the TOWN OF CLINTON POLICE DEPARTMENT the information requested in Part B of the application.

The information furnished under Part A and Part B is subject to verification through interviews with persons named in answers to the various questions in Part A and Part B as well as thorough checks of public and other records.

Use additional pages as necessary. If you have any questions concerning the completion of this application or its utilization in the employment process, please contact the TOWN OF CLINTON POLICE DEPARTMENT.

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**POSITION YOU ARE APPLYING FOR:** \_\_\_\_\_

1. PERSONAL HISTORY

a. Name in full:

\_\_\_\_\_  
LAST FIRST MIDDLE

b. Are you a resident of New Jersey? Yes \_\_\_\_\_ No \_\_\_\_\_

c. Present Address:

\_\_\_\_\_  
\_\_\_\_\_

c. Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Residing With: \_\_\_\_\_

d. Complete address to which you wish mail sent:

\_\_\_\_\_  
\_\_\_\_\_

e. Social Security Number: \_\_\_\_\_

f. Are you physically able to perform the essential job functions (see attached job description) with or without reasonable accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

g. If you require an accommodation to perform the job function, what accommodation would you need?

\_\_\_\_\_

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2. EDUCATION

a. Did you graduate from high school, or will you graduate within the next nine months?

Yes \_\_\_\_\_ Month/Year \_\_\_\_\_



No \_\_\_\_\_ Highest Grade \_\_\_\_\_

b. Name and location (city and state) of last high school attended:

\_\_\_\_\_  
\_\_\_\_\_

c. Are you a graduate of a New Jersey Basic Course for Police Officers?

Yes \_\_\_\_\_ No \_\_\_\_\_

Dates Attended	Name & Address of Academy
_____	_____
_____	_____
_____	_____
_____	_____

d. College:\*

Dates Attended	Name & Address of College	Graduated/ Degree & Major	No. of Credits Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*If you expect to graduate within the next nine months, give month and year you expect your degree.

e. Other schools or training: (For example: trade, vocation, armed forces or business). Give names and location (city, state, zip code) of schools attended, subjects studied, number of class hours of instruction per week, certificates and any other pertinent data. (Use reverse side if you need additional space).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. MILITARY SERVICE

a. Do you now or have you ever served in the Armed Forces of the United States of America, including the National Guard or Reserves?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. EMPLOYMENT EXPERIENCE

List all prior employment. Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.

Please indicate by checking the box to the left if you do **NOT** wish inquiry to be made of your present employer regarding your character, qualifications, and record of employment and explain under "Reason for Leaving".

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(1) Date of Employment: From \_\_\_\_\_ to Present time.

Exact \_\_\_\_\_ title \_\_\_\_\_ of \_\_\_\_\_ position:

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Name, Address and Phone Number of Employer:

Phone: ( )

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Name and Phone Number of Immediate Supervisor:

Phone: ( )

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Nature of Business or Organization:

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Number and title description of employees supervised:

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Description of duties, responsibilities and accomplishments:

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Reason for leaving:

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(2) Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_.

Exact title of position:

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Name, Address and Phone Number of Employer:

Phone: ( )

Name and Phone Number of Immediate Supervisor:

Phone: ( )

Nature of Business or Organization:

Number and title description of employees supervised:

Description of duties, responsibilities and accomplishments:

Reason for leaving:

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(3) Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_.

Exact \_\_\_\_\_ title \_\_\_\_\_ of \_\_\_\_\_ position:

Salary earnings:

Name, Address and Phone Number of Employer:

Phone: (     )

Name and Phone Number of Immediate Supervisor:

Phone: (     )

Nature of Business or Organization:

Number and title description of employees supervised:

Description of duties, responsibilities and accomplishments:

Reason for leaving:

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(4) Other Employment: (Attach additional sheets, if necessary):

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(5) Special qualifications and skills, such as active law enforcement instructor certifications:

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(6) REFERENCES:

List three persons who are not related to you and who have definite knowledge of your ability to perform the tasks required by the position for which you are applying. Do not repeat names of supervisors listed under Item #4, Employment Experience.

1- Full

Name:

\_\_\_\_\_

Present Home or  
Business

Address:

\_\_\_\_\_

Phone: (       )

\_\_\_\_\_