

Police Officer Job Description:

G.O. DIRECTIVE 2.08.00

I. PURPOSE

The purpose of this directive is to establish criteria for the position of Police Officer, which outlines the functions of the position to guide the employee in the realization of the goals of the Department.

II. POLICY

It is the policy of the Nazareth Borough Police Department that the Police Officer knows the scope and limits of the job of Police Officer.

III. PROCEDURE

A. Nature of work

1. This is a professional police position with responsibility for the protection of lives and property at the municipal government level of operation.
2. A police officer monitors civil order, enforces ordinances and laws, and ensures the general safety of the public. Work is performed in accordance with professional standards and departmental policies and procedures, but requires independent judgment in application of standards, policies and procedures to specific situations. Work is performed independently and requires the courteous and tactful treatment of people, sometimes under stress; the exercise of personal control; and the application of authority, including physical control and restraint, over persons whose reactions may not be easily predictable.
3. A police officer patrols to deter and detect crime, takes calls for service, investigates complaints, follows up on pending reports and cases, arrests law violators, and secures and protects prisoners.
4. A police officer exercises rational judgment, is capable of working independently of direct supervision, and maintains the confidence and trust of peers, superiors, and general citizenry.

5. The position of police officer reports directly to the sergeant in charge of the platoon or unit to which the police officer is assigned.

B. Essential Job Functions:

1. Obtain and maintain Pennsylvania Act 120 certification through the Municipal Police Officer Education and Training Commission.
2. Pursue fleeing suspects, address emergencies, and perform rescue operations which may involve quickly entering and exiting police vehicles; directing traffic for long periods of time; lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
3. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
4. Provide emergency medical aid, hazardous materials emergency response, and initial fire scene emergency response.
5. Prepare and write investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
6. Exercise independent judgment in determining reasonable suspicion to detain, probable cause to search and arrest, and when to use force and to the degree of force.
7. Have regular and predictable attendance.
8. Work shifts as assigned.
9. Drive emergency vehicles under stressful conditions. Operate a law enforcement vehicle during both the day and night, including emergency situations involving speeds in excess of posted limits, congested traffic, and unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

10. Communicate effectively and coherently over law enforcement radio channels, initiating and responding to radio communications, while operating a police vehicle.
11. Qualify with firearms and other offensive and defensive weapons. Load, unload, aim, and fire using each hand from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
12. Demonstrate fidelity, honesty, and good work ethics to Police Department and Borough.

C. Desired Minimum Qualifications:

1. 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 disqualifying criminal histories within the past seven years are not allowed.
- (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.

2. 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.

1. 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 Borough's geography.

D. Special Requirements

- 1. Ability to meet Department's physical standards by satisfactorily completing all of the training requirements of Act 120, Pennsylvania Municipal Police Training Act.

E. Selection Guidelines

- 1. 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, final selection.

F. Tools and Equipment Used

1. Police car, police radio, shotgun, rifle, handgun, electronic tablet device, mobile video recorder, and other weapons as required, expandable baton, handcuffs, breath testing devices, cellular telephone, speed timing devices, first aid equipment, pepper mace.

G. Physical Demands

1. 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.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear.
3. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.
4. The employee must occasionally lift and/or move more than 100 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

H. Work Environment

1. 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.

2. While performing the duties of this job, the employee occasionally works in outside weather conditions.
3. The employee occasionally works 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.
4. The noise level in the work environment is usually quiet while in the office, and moderately noisy while in the field.
5. The duties listed above are intended only as illustrations of the various types of work that may be performed.
6. 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.
7. 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.