

PETERS TOWNSHIP

POSITION DESCRIPTION

Job Title: Police Officer – Part Time
Department: Police
Date: 01-27-20
Resolution #: 01-05-20

Pay Grade: N/A
FLSA Status: Non-Exempt
Bargaining Status: Union

GENERAL DESCRIPTION:

Police Officers perform general police work throughout the Township with the goal of protecting life and property and ensuring public safety. Police Officers address and prevent violations of statutes and ordinances, respond to and investigate complaints and suppress disturbances.

The work consists of varied police assignments, generally relating to routine patrol within an assigned patrol district. The officer observes activity, performs routine preliminary investigations, and pursues in-depth investigations as directed by supervisors, and performs miscellaneous duties in accordance with Department rules and regulations.

While a Police Officer's work is performed under the supervision of the shift Sergeant, who regularly checks the work and gives specific instructions and assistance when special problems arise; a Police Officer is required to exercise initiative, discretion and independent judgment when faced with emergency situations.

SKILLS, DUTIES, AND RESPONSIBILITIES:

REQUIRED SKILLS AND ABILITIES:

Computer / Technology Skills:

Working knowledge of Microsoft Office software including Word, and Outlook, as well as, police department informational software, and use of radios, scanners and other related technology.

Language Skills:

Ability to read, analyze, and interpret procedure manuals, professional journals, technical procedures, laws and governmental regulations.

Ability to write complete and cohesive reports and business correspondence using correct grammar, punctuation and spelling.

Ability to effectively present information and respond to questions from officers, managers, employees, and the general public.

Ability to express oneself clearly and concisely both orally and in written reports.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals with and without a calculator.

Ability to apply concepts such as fractions, percentages, ratios, proportions and fundamentals of geometry and apply them to investigations accordingly

Reasoning Abilities:

Ability to solve problems and manage emergency crises while exhibiting calm and controlled composure.

Ability to define problems, collect data, verify and establish facts, and draw valid conclusions.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and to explain them to others in a clear understandable manner.

Ability to solve practical problems and deal with a variety of situations where only limited standardization exists.

Demonstrates integrity and ethics and maintains confidentiality at all times.

Physical Abilities:

Constantly Incurred (More than 75% of time on job)

Ability to communicate orally, Ability to hear conversation. Repetitive finger movement. Specific visual requirements, including use of depth perception, peripheral vision and ability to distinguish color. Ability to use both hands. Ability to use both legs to walk, run and move as required. Ability to operate a motor vehicle,

Frequently Incurred (Between 25% - 75% of time on job)

Ability to stand, Ability to sit for extended periods.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift and carry moderate weight (Max 100 lbs.), Ability to push and pull heavy weight (Max 200 lbs.), Ability to crawl. Ability to operate a motor vehicle, Ability for rapid mental/muscular coordination simultaneously. Ability to perform repetitive twisting motions or exert pressure involving wrists or hands and to accurately load and fire Township issued hand gun and rifle.

OTHER SKILLS AND ABILITIES:

Maintains and displays a thorough knowledge of the application of criminal and applicable civil statues and ordinances including revisions and relevant court decisions affecting same.

Maintains an operational knowledge of all Department orders, policies, and procedures.

Ability to perform interviews in civil conflicts, to maintain public order, to make referrals as may be necessary and to mediate disputes.

A good working knowledge of techniques and practices of modern police work.

A working knowledge of the principles of crime investigation, techniques of interrogation, and the identification, documentation and preservation of physical evidence and testimony.

A general knowledge of law enforcement from every level and specific knowledge of laws falling within the scope of the Police Department's operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Enforces state and local laws and ordinances and does so equally to all persons regardless of age, sex, race, etc.

Patrols an assigned area during a specific period, notes potential problems and questionable situations and takes necessary action.

Checks doors and windows and examines unoccupied buildings or residences in order to detect suspicious conditions and takes necessary action.

Investigates suspicious persons, conditions and complaints and arrests persons who violate laws and ordinances.

Transports prisoners to headquarters and, if necessary, to various court proceedings and appears in court as the arresting officer.

Directs traffic and performs traffic enforcement issuing citations or warnings to violators.

Responds to complaints, fires, and/or accidents as directed, supplies all possible assistance to those in need and prepares all related reports from any investigations.

Maintains order in crowds, at parades, and other public gatherings.

Remains constantly on alert observing everything that takes place within sight or hearing while on duty, including juvenile activity, stolen vehicles, and wanted or missing persons.

Supplies general information on laws and ordinances to the public.

Assists stranded motorists.

Makes daily written reports of all activities.

Shall complete follow-up investigation as assigned and submit all reports at the end of tour of duty.

Maintains and displays a thorough knowledge and application of criminal statutes, Motor Vehicle Code, and ordinances including revisions and relevant court decisions affecting same.

Sufficiently familiar with civil law to know the limitations of police authority in civil matters.

Communicates effectively and professionally with citizens, department personnel and employees and representatives of the Criminal Justice System.

Exhibits calm and controlled composure in stress and non-stress encounters with co-workers, citizens and groups to resolve conflict and manage crisis.

Maintains an operational knowledge of all Department Orders, Policies and Procedures.

Develops and maintains driving skills in the operation of Department vehicles in emergency and non-emergency situations consistent with applicable law and Departmental policies rules, regulations and orders.

Assumes command of the shift when Sergeant and Corporal are unavailable.

Performs other essential duties as assigned or required.

NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs other non-essential duties as assigned or required.

REQUIRED QUALIFICATIONS:

Education:

Bachelor's Degree in Criminal Justice and/or related field preferred or;
High School Diploma with 8 years of experience

Experience:

4 years of experience

Testing:

Receive a passing score as set by the Township on a written test

For applicants who have not served as a full time Police Officer in the last two years, the applicant must receive a passing score on the physical agility test.

Licenses/Certification:

Possesses and maintains current ACT 120 certification.

Possesses and maintains a valid Pennsylvania driver's license.

Possesses and maintains first aid and CPR certifications.

Possesses and maintains firearm proficiency certifications.

SUPERVISION FROM THE FOLLOWING:

This position *typically* receives supervision from Police Corporal, Police Sergeant, Police Captain, and Police Chief.

SUPERVISION TO THE FOLLOWING:

Unless working as the Officer in Charge this position *typically* does not give supervision to others.

Work Environment:

This employee routinely performs a large portion of their work while driving a police vehicle, travelling outdoors and may be exposed to extreme weather conditions. The employee will be required to visit scenes of accidents and incidents and inspect facilities that are accessible only by uneven paths of travel, ladders and stairways. The employee and may be involved in hazardous situations. Because the location of work performed by the employee can be based on the development of emergency situations, the work is performed whenever and wherever the situation may dictates, including beyond township borders.