

East Lampeter Township Police Department

Position Description

Police Officer

GENERAL SUMMARY:

Under general supervision, patrol roads in the Townships, respond to calls for assistance, enforce laws to provide for public safety and protect the life and property of citizens in the Townships.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- (1) Patrol assigned area in police vehicle to maintain vigilance for occurrence of suspected criminal activity, violation of state and local laws and need for police assistance; respond to citizen complaints or requests for assistance; check doors and windows and examine buildings and in order to detect suspicious conditions.
- (2) Enforce public safety laws and ordinances; issue warnings , citations and summons regarding violation of laws; apprehend suspects on foot or in police vehicles; make arrests using appropriate restraint devices ; accompany prisoners to the police station, or court, and appear in court as the arresting officer or witness officer.
- (3) Direct traffic, investigate vehicle accidents, assist with rescue operations; crowd control at special events and other public gatherings.
- (4) Act as a peace officer in situations requiring intervention n, i.e. fights, family disputes; intervene in sensitive, emotionally charged confrontations.
- (5) Investigate crimes or complaints ; interview witnesses to complaints; record information received from persons or documents in the appropriate form at; prepare Arrest Reports, Daily Activity Reports, Incident Reports, General Reports, or other necessary reports; locate, collect and secure evidence, communicate facts and records of events in written narrative form; may work in conjunction with Detectives on major investigations; interact with various law enforcement agencies to gather or disseminate information.
- (6) Operate police vehicles, police radio, speed enforcement devices and office equipment.
- (7) Stay abreast of information relevant to police work; complete annual state mandatory training classes, attend training seminars, participate in Department meetings to discuss police issues, policy and procedures.

JOB SPECIFICATIONS:

Any combination of education and experience which indicates possession of the skills, knowledge and ability listed below. An example of acceptable qualifications for this position is completion of High School or equivalent, some college courses, certification of completion of Act 120 training and ability to pass competitive examination. Must also maintain a valid Pennsylvania driver's license. Must be available for emergencies on a 24-hour basis.

THOROUGH KNOWLEDGE OF:

- Police Policies and Procedures.
- Department Policies, Rules and Procedures,
- Local and State laws pertaining to law enforcement.
- Principles of crime investigation.
- Techniques of interrogation.
- Methods of identification and preservation of evidence.
- Township geography
- First Aid

ABILITY TO:

- Cooperate as member of a work unit.
- Maintain polite and courteous manner with the public.
- Communicate effectively in oral and written form.
- Apply rules and common sense to resolve a problem or situation.
- Evaluate information involving facts and circumstances to determine accuracy, completeness, and relevance, and take decisive action.
- Follow complex oral and written instruction.
- Demonstrate physical fitness under stressful conditions.
- Recognize inconsistencies or abnormalities in the environment which indicate a problem or unsafe condition and take appropriate action.
- Successfully complete annual In-Service Training as required by Act 120.
- Successfully qualify in the use of firearms and weapons approved for the Department.

This position description is intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Police Sergeant

SUPERVISES: None