

**BOROUGH OF EPHRATA
POSITION DESCRIPTION**

POSITION: Police Officer

DEPARTMENT: Police

NATURE OF WORK:

Under the general supervision of a Sergeant or any other Department employee assigned supervisory responsibility for sworn personnel (e.g. Lieutenant), the Police Officer performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, citizen assistance, and related code and law enforcement activities.

SUPERVISION RECEIVED/EXERCISED:

The Police Officer works under the general supervision of a Sergeant or any other Department employee assigned supervisory responsibility for sworn personnel, e.g. Lieutenant.

DISTINGUISHING CHARACTERISTICS OF THE "IDEAL" POLICE OFFICER:

- Is a team-oriented individual who takes pride in serving the community and has a positive "can-do" attitude.
- Has a desire to contribute to the effectiveness of the police organization as a team participant.
- Is personable, communicates honestly and directly, and has good listening and speaking skills.
- Is committed to developing cooperative working relationships based upon fairness and impartiality.
- Serves as a positive role model for the organization.
- Is a flexible, adaptable, highly motivated individual with an ability to motivate others.
- Is a "self-starter."
- Conveys enthusiasm and is a self-motivated "problem-solver."

IMPORTANT AND ESSENTIAL DUTIES:

The duties for this position include, but are not limited to:

- Patrols the jurisdiction in a vehicle, on foot or bicycle to enforce federal, state, county, or local laws and ordinances to protect individuals and property: preserve the peace; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies, and other code or law violations; and generally provide for the public safety.
- Enforces traffic and other laws and local codes and educates citizens regarding laws and codes.
- Works using own judgment in deciding course of action being expected to handle difficult and emergency situations without immediate assistance.
- Responds to and investigates calls and complaints involving automobile accidents, robberies, assaults, domestic violence, suicide prevention, child abuse, civil disturbances, fights, drunkenness, missing children, prowlers, abuse of narcotics, fires, and other related misdemeanors, felonies, and other code and law violations and takes appropriate law enforcement action.
- Performs investigative procedures, including interrogating suspects, witnesses, and drivers; gathers information necessary for reporting facts and circumstances of incidents, for charging individuals with offenses, and for detailed follow-up investigations; completes reports and documents investigations; secures and protects crime scenes; preserves and may obtain physical and other evidence; and administers first aid and other life saving techniques.
- Conducts visual and audio surveillance over areas and/or suspected criminals; recovers, impounds and returns stolen property items.
- Prepares and maintains a variety of reports, record, and/or log necessary to report daily activities and specific incidents; prepares investigative and other reports which may include photographs, sketches, and warrants in accordance with established Departmental format, policies and procedures, and timeliness; uses computers for reports, communications, and information retrieval.
- Performs duties in compliance with established and approved rules, regulations, and policies and procedures; demonstrates comprehension, interpretation, and application of the intent and purpose of these mandates; performs duties in compliance with all federal and state laws and Municipal Codes.
- Participates in, coordinates, and presents training, law enforcement, and pro-active crime prevention programs; participates in meetings and assists as directed with recruiting and selection activities; prepares and makes oral presentations related to public safety issues to community and school groups.

- Analyzes and interprets legal codes and criminal evidence; serves warrants and subpoenas; arrests individuals as required and appropriate; meets and confers with attorneys on legal questions; appears in court to present evidence and testify; may be required to participate in a variety of legal proceedings.
- Operates an emergency vehicle day and/or night under potentially adverse weather or road conditions in routine and pursuit situations in a reasonable and appropriate manner in compliance with applicable Department policies and procedures; pursues fleeing suspects on foot in unfamiliar terrain.
- Demonstrates consistent use and care for all issued equipment including handguns, shotguns, other firearms, and other non-lethal weapons; maintains Department equipment, supplies, and facilities in an appropriate manner; succinctly and in accordance with Departmental and/or Communications Center protocol communicates when using the police radio.
- Exchanges information and coordinates resources among other Department employees, officers in other law enforcement agencies, public and private agencies, and citizens regarding crime problems and solutions; maintains contact with police supervisory personnel to coordinate activities.
- Interacts and works with diverse groups of people within the Department and the community to render service and collect information; provides public service and responds to inquiries in routine, potential problem, and crisis situations; interacts with the public in a variety of settings, e.g. providing counseling to individuals and families in disturbance situations, offering assistance to citizens and visitors including providing directions.
- Uses problem solving skills, creativity, and innovative approaches to identify community concerns; presents optional courses of action; identify resources; plans for implementation of desired changes; and evaluates success.
- Reads and applies Department policies, rules, regulations, instructions, laws and ordinances, and general literature pertaining to law enforcement.
- Takes proper safety precautions; anticipates unsafe circumstances; acts accordingly to prevent accidents; responsible for the safety of self, others, materials, and equipment; uses all required safety equipment.
- Regular and reliable attendance to job duties.
- Performs related duties as required by management to meet the needs of the Department and the community.

MINIMUM QUALIFICATIONS:

Education and Experience:

Applicants must have reached their twenty first (21st) birthday before the deadline for submitting applications.

Applicants must possess a diploma as proof of graduation from an accredited high school or have a graduate equivalent diploma.

Applicants must be a United States citizen.

Applicants must possess a valid motor vehicle operators license issued by the Commonwealth of Pennsylvania.

Applicants must successfully meet all qualifications established by the Civil Service Commission.

Applicants must be physically and mentally fit to perform the full duties of a Police Officer.

Applicants must successfully pass a written examination.

Applicants must successfully pass an oral interview process.

Applicants must successfully pass a comprehensive background investigation.

Applicants must successfully pass a polygraph examination

Applicants must meet the minimum qualifications for police officer certification established by the Pennsylvania Municipal Police Officer Training and Education Commission and successfully complete the Act 120 Training Program.

If non-certified, applicants must successfully pass the entrance requirements for the Police Academy and successfully complete the Academy Training Program necessary for certification.

Applicants must reside within a twenty five (25) mile radius of the Borough line within six (6) months of completing their probationary period.

Knowledge, Skills, and Abilities:

- Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment and applicable criminal law, codes, and legal procedures.

- Skill in the operation of police vehicles, police radios, traffic enforcement devices, the safe use of handguns and other weapons as required, restraint devices such as handcuffs, cellular telephone, computers and associated software for report writing, office equipment, pagers, and other equipment related to law enforcement duties. Skill in the application of arrest and control techniques.
- Ability to learn and interpret materials as needed, including applicable laws, codes and Department policies and procedures.
- Ability to respond quickly, calmly, and effectively in various situations; exercise sound judgment in evaluating situations and in making decisions; handle confidential information; work well under stressful conditions; perform work requiring good physical condition; and understand and follow oral and written instructions and procedures.
- Ability to develop and maintain effective working relationships and interact with individuals and groups including individuals from diverse socio-economic, racial, and ethnic backgrounds, abilities, lifestyles, ages and both genders in a fair and impartial manner.
- Ability to apply professional law enforcement methods, crime prevention techniques and problem solving methods to reduce crime and promote a safe environment in the community.
- Ability to establish and maintain a positive relationship between the community and the Department to address crime and public disorder problems.
- Ability to communicate effectively orally and in writing in dealing with the public, including the ability to communicate facts in legal proceedings.
- Ability to maintain effective working relationships with subordinates, peers, civilian employees, and supervisors.

MATERIALS AND EQUIPMENT COMMONLY USED:

Motor vehicle, bicycle, police radio, traffic enforcement devices, restraint devices such as handcuffs, handgun and other lethal and non-lethal weapons as required, photo equipment, accident investigation equipment, intoxilyzer, first aid equipment, flashlight, other equipment related to law enforcement duties, cellular telephone, and pager. In addition, common office equipment including, but not limited to a personal or laptop computer with associated software, telephone, photocopy machine, and fax machine.

PHYSICAL DEMANDS OR ACTIVITIES:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. The physical demands or responses regularly vary due to the nature of unpredictable and unforeseeable events that characterize police work.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; bend/stoop, squat, twist, kneel, crouch, crawl, or run; and taste or smell. The employee may occasionally be required to lift, pull, or drag another person.

The position requires frequent light lifting and carrying (under 15 pounds) and occasional moderate (15 to 49 pounds) and heavy (50 pounds or more) lifting and carrying, pulling or pushing. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The position requires an employee to meet physical and mental demands associated with arrest and control techniques, civil unrest, and other tactical situations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Work is performed in office areas, classrooms, inside public and private buildings and outdoor areas in the municipality in patrol vehicles, on bicycles, on horseback, or on foot under stressful and non-stressful conditions. The work is normally performed in uniform and may require using protective equipment.

In the outdoor environment the employee is exposed to adverse weather conditions. Work requires the ability to persuade and manage difficult individuals in potentially dangerous situations. Work involves managing multiple concurrent tasks with specific deadlines. Work requires confidentiality, reasoning, judgment, and problem-solving skills; constant driving; reading, verbal and written communications; hearing; detailed work; and frequent customer contact with citizens who are angry, upset, and/or distraught under emergency or stressful conditions.

While performing the duties of this position, the employee works in an indoor and outdoor environment. The potential exists at all times to work in hazardous surroundings including excessive intermittent noise, dust, dirt, electrical energy, fumes, smoke, gas, solvents, grease and oils, vehicle traffic, in close proximity to moving mechanical parts, in high or precarious locations, with explosives, and with hands in water. The potential also exists at all times for exposure to bio-hazardous material, bloodborne pathogens,

sexually transmitted diseases or other health consideration, toxic or caustic chemicals, and unusual fatigue factors. The employee is occasionally exposed to wet and/or humid conditions, extreme cold or heat, slippery or uneven walking surfaces, and vibration. The noise level in the work environment is usually moderate; however, exposure to high levels of noise can occur occasionally, e.g. with the use of firearms.

The employee must have the ability to occasionally defend himself/herself or others through the use of defensive physical tactics. The position may require the consideration of and use of lawful deadly force against another. The employee will be required to respond to crime scenes and major incidents that may be graphic and prompt emotional responses.

The position frequently requires working alone and with others during irregular/protracted hours including weekends, nights, varied shifts, holidays and unanticipated overtime. The employee must be willing and able to work varied shifts that include days, evenings, nights, weekends, and holidays.

All duties and descriptions listed in this position description are intended only as illustrations of the various types of work that may be performed. 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.