

Borough of North East

POSITION DESCRIPTION

JOB TITLE: Sworn Police Officer - Patrolman
DEPARTMENT: Police Department
LOCATION: Borough of North East Police Department
REPORTS TO: Chief of Police
STATUS: Competitive, Civil Service, Hourly Employee

NATURE OF WORK:

Perform law enforcement and protective service work in the police department requiring sworn status to maintain public peace, protect life and property, enforce laws, and conduct investigations per established department procedures under varying degree of supervision.

Work involves risk, hazardous exposure, and personal danger. The officer must be able to take appropriate action under stress and maintain effective public contact while exercising tact and discretion. Work is performed under general supervision and is reviewed through conferences, written reports and observation.

ESSENTIAL FUNCTIONS OF THE POSITION (The following list is not all inclusive):

- a. On an assigned shift, operate a police cruiser to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- b. Respond to radio dispatches, answer calls and complaints and prepare detailed reports, investigate complaints and issue summonses or make arrests as appropriate.
- c. Respond to major crime calls (robbery, rape, murder, burglary, etc.), determine approach and attempt to identify and apprehend suspects.
- d. Protect crime scene; preserve and collect evidence at the scene, take fingerprints and photographs, interview victims, witnesses, informants, and suspects; prepare reports on information collected.
- e. Provide public assistance to motorists and to citizens in a variety of non-criminal situations.
- f. Enforce traffic laws and regulations; perform traffic control for activities such as community events or crash scenes
- g. Testify in court relative to investigations conducted.

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- h. Conduct or assist in conducting investigations; conduct legal searches and surveillance; confiscate property related to crimes.
- i. Serve criminal warrants, subpoenas, and other court orders as required.
- j. Arrest individuals violating laws or ordinances.
- k. Write accurate and complete reports.
- l. May serve in temporary assignments as directed.
- m. Practice continuous learning through individual study, classroom training, seminars, and conferences.
- n. Perform work safely in accordance with department procedures and the North East Borough Safety Program. Operate equipment safely, and report any unsafe work condition or practice to supervisor.
- o. May be required to report to work on short notice for emergency conditions. May be assigned to report at different times and locations to perform duties as necessary.
- p. Perform related work as required by supervision.
- q. Be available nights, weekends, holidays and as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

- a. Duties are performed indoors and outdoors in a variety of settings and in all weather conditions.
- b. Drive a police vehicle, operate a variety of equipment and devices such as PBT's, police radio, handguns, long-guns, "Tazers," computers, and other police and office equipment.
- c. Walk a foot patrol as assigned in all weather conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ATTRIBUTES:

- a. Knowledge of civil and criminal statutes on which charges and arrests are executed.
- b. Knowledge of police methods, practices and procedures.
- c. Skilled in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.

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- d. Ability to understand and carry out oral and written instructions and prepare clear comprehensive reports in English.
- e. Ability to handle sensitive public contacts and deal tactfully and courteously but firmly with the public.
- f. Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- g. Ability to remain calm and maintain control in various levels of stressful situations.
- h. Ability to continually meet the mandatory minimum standards for the position, to include fit for duty evaluations.
- i. Ability to perform strenuous physical activity.

MINIMUM QUALIFICATIONS AND NECESSARY SPECIAL QUALIFICATIONS:

- a. Possess a diploma from an accredited high school or a graduate equivalency diploma (GED).
- b. Be Act 120 Certified under the Municipal Police Officers Education and Training Commission (Act 120), (MPOETC) 53 Pa. C.S.A. §2161 et seq. or shall have successfully completed Act 120 Training and passed the final exam, thus being eligible for Act 120 Certification once hired by the Borough.
- c. Must meet and maintain MPOETC background requirements and standards for certification.
- d. Have standing on the most recent Northwest Pennsylvania Regional Police Test Consortium eligibility list.
- e. Be a United States Citizen and proficient in the English language.
- f. Be physically and mentally fit to perform the full duties of a police officer.
- g. Possess a valid motor vehicle operator's license and have an acceptable driving record.
- h. Must have reached their twenty-first (21st) birthday before the deadline for submitting completed applications.

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