



LOWER PAXTON TOWNSHIP POLICE DEPARTMENT

POLICE OFFICER

JOB DESCRIPTION

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. The principal duties of police officers are:
 - a. Prevent violations of the law.
 - b. Suppress disturbances.
 - c. Arrest offenders.
 - d. Give aid and assistance.
 - e. Provide information to citizens as situations and circumstances require.
 - f. Be visible to the public.
3. 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 discretion in the 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.
4. A police officer patrols to deter and detect crime, takes calls for service, investigates complaints, performs supplemental investigation on pending reports and cases, arrests law violators and secures and protects prisoners.
5. A police officer exercises rational judgment, is capable of working independent of direct supervision and maintains the confidence and trust of peers, superiors and general citizenry.
6. The position of police officer reports directly to the sergeant or corporal in charge of the platoon or unit to which the police officer is assigned and indirectly to any ranking officer.

B. Specific Job Functions:

1. Obtain and maintain Pennsylvania Act 120 certification as a police officer through the Municipal Police Officer Education and Training Commission.
2. Comprehend and reasonably apply the law and departmental policies and procedures to the specific facts of situations encountered or calls received.
3. 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 or 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.
4. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; protects innocents or subdue resisting suspects using approved maneuvers, tactics and weapons.

5. Provide emergency medical aid, hazardous materials emergency response and initial fire scene emergency response.
6. Prepare and write investigative and other reports, including sketches, using appropriate spelling, grammar, symbols and mathematical computations.
7. Exercise reasonable judgment in determining reasonable suspicion to detain, probable cause to search and arrest and when to use force and to what degree.
8. Have regular and predictable attendance.
9. Work rotating shifts, including nights, weekends and holidays.
10. Drive emergency vehicles safely under stressful conditions. Safely operate a law enforcement vehicle during both the day and night, including emergency situations involving speeds in excess of posted limits, in congested traffic and during unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
11. Communicate effectively and coherently over law enforcement radio channels, initiating and responding to radio communications while operating a police vehicle.
12. Qualify with firearms and other offensive and defensive weapons. Load, unload, aim and fire approved firearms from a variety of positions under conditions of stress that may justify the use of deadly force and at levels of proficiency prescribed in certification standards.
13. Possess the ability to make frequent immediate, on-scene investigations and take appropriate action to reasonably resolve the situation.
14. Direct traffic whenever needed in order to relieve congested or unusual highway or traffic conditions.
15. Control scenes of motor vehicle accidents, keep bystanders out of danger, administer first aid to injured persons, safeguard property or cargo and investigate circumstances under which the accidents occur.
16. Prepare all necessary reports and testify at hearings and/or court. Possess the ability to present minor cases, such as traffic violations, in court.
17. Maintain good physical and mental condition and professional appearance.
18. Conduct themselves in such a manner at all times that the honor and dignity of the Police Department will be upheld at a high level.
19. Interact with members of the public in a professional and courteous manner, even when faced with criticism or insults.
20. Perform such other duties as may be appropriate to the position.