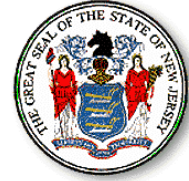




Patrick A. Rotella  
Chief of Police  
E-Mail: protella@usrpd.net

*Department of Police  
Borough of Upper Saddle River  
County of Bergen, State of New Jersey  
Incorporated 1894*



368 West Saddle River Rd  
Upper Saddle River, NJ 07458  
(201) 327-2700, Fax: (201) 934-3992

**UPPER SADDLE RIVER POLICE DEPARTMENT**

**The following job functions are identified and required for the position of Police Officer:**

1. Walk in extreme weather conditions, in physically hazardous locations, as required, at times.
2. Run, sometimes sprinting at a high rate of speed for short distance, in extreme weather conditions, in physically hazardous locations.
3. Ascend or descend stairs.
4. Climb over, pull up over and jump over obstacles. \*
5. Jump down from elevated surfaces.
6. Climb or crawl through opening. \*
7. Crawl under obstructions or in confined spaces.
8. Balance on uneven or narrow surfaces.
9. Use body force to gain entrance or break through barriers. \*
10. Push object, vehicles or persons. \*
11. Pull objects or persons. \*
12. Lift or carry objects or persons. \*
13. Drag objects or persons. \*
14. Sit or stand for extended periods of time.
15. Employ defensive tactics using balance, leverage, concentration of power and opponent's power.
16. Swim.
17. Operate a motor vehicle during the day and/or night in emergency situations, at high rates of speed, on open road or in congested traffic, in conditions caused by factors such as fog, smoke, rain, ice and snow.
18. Detain individuals.
19. Stop suspicious vehicle and individuals.
20. Pursue fleeing suspects in a vehicle or on foot.
21. Disarm persons. \*
22. Restrain or subdue resisting suspects. \*
23. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints. \*
24. Use visual and audio surveillance.
25. Issue summonses.
26. Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
27. Observe, record, recall and report incidents and information.
28. Operate radar equipment.
29. Administer field sobriety test.
30. Operate a fire extinguisher.
31. Fingerprint, photograph and videotape individuals and objects.
32. Transport citizens and prisoners, using handcuffs and other restraints when appropriate.
33. Work rotating shifts and adapt to irregular working conditions.
34. Maintain mental alertness and readiness to act even during periods of calm and inactivity.
35. Identify, collect, label and preserve evidence.
36. Secure the scene of a crime, emergency, or disaster.
37. Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss, or injury.
38. Control crowds.
39. Secure and evacuate persons from particular areas using either verbal commands or the appropriate degree of physical force. \*
40. Perform rescue and support functions at the scenes of accidents, emergencies, and disaster. \*

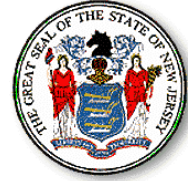
**USRPD Mission Statement**

To provide for the safety, protection and welfare of all citizens through fair, professional and proactive enforcement of the federal, state and local laws in the Borough of Upper Saddle River.



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41. Administer emergency First Aid.
42. Physically check building, including doors and window, to ensure that they are secure.
43. Mediate hazardous conditions by direct action or notification of appropriate authority or agency.
44. Perform searches of people, buildings, vehicles and larger outdoor area, which may involve seeing, feeling and detecting objects and walking for long periods of time.
45. Search for missing, lost or wanted persons or evidence.
46. Load and unload, air and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
47. Process arrested person, which includes examining documents, communicating verbally and eliciting and recording property information.
48. Understand and follow orders, rules, policies and procedures.
49. Accept direction and function cooperatively as one member of a unit.
50. Communicate effectively, verbally and in writing, detailing incidents and the activities of those involved.
51. Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
52. Read and comprehend legal and documents including the preparation and processing of documents, such as summonses, affidavits and warrants.
53. Communicate effectively and coherently, over the telephone or radio, initiating or responding to verbal communications.
54. Communicate effectively in court and other formal setting.
55. Communicate effectively with individual in an agitated or distraught state.
56. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
57. Mediate disputes and confrontations with hostile and potentially violent individuals.
58. Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information and exercise independent judgement to make decision concerning choice of action and equipment.
59. Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.
60. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest and when force may be used and to what degree.
61. Endure verbal, mental and physical abuse, including threats, taunts and insults to yourself, family and fellow officers.
62. Withstand exposure to, and deal appropriately with, stress involved in dealing with hostile views, opinions and behavior in antagonistic settings; with crime victims, accident victims, disaster victims and their families, with incidents of suicide and domestic violence.

\* **Indicates that good upper body strength is essential.**

**I have read the above-listed essential job functions for Police Officer and believe that I can perform these essential functions. Kindly sign and return with application. You are encouraged to keep a copy for your record.**

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

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