

BOROUGH OF COPLAY

POLICE OFFICER

JOB DESCRIPTION

General Statement of Duties

The position of Police Officer is a sworn officer position under the direction of the Chief and Mayor. Police Officers are asked to be able to deter crimes before they occur, and assure community at large is at peace through modern police methods. Officers will perform high visibility patrolling, directed patrols, and specialty assignments given by the Chief of Police. Officers are to monitor activities and protect both persons and property. Officers are tasked with investigating crimes and apprehending suspected violators of U.S. and Pennsylvania statutes.

Required Knowledge, Skills, Abilities, Training and Education

- Knowledge of the Pennsylvania Vehicle Code;
- Knowledge of the Pennsylvania Crimes Code and Rules of Criminal Procedure;
- Knowledge of Haz-Mat safety procedures;
- Knowledge of Borough of Coplay Ordinances;
- Knowledge of Borough of Coplay jurisdictional boundaries;
- Ability and skill to operate a vehicle during normal and high stress situations. Knowledge of the pursuit policy;
- Knowledge of Use of Force/Use of Deadly Force policy and procedure;
- Knowledge of conflict control procedures;
- Knowledge of Officer safety methods;
- Knowledge of and skill in report writing for incidents, investigations and accidents;
- Knowledge of radio use, comprehension and articulation;
- Knowledge of and skill in citation writing and criminal complaint preparation;
- Knowledge of and considerable skill in interview and interrogation;
- Knowledge of Rules of Search and Seizure (Search Warrant preparation);
- Knowledge of the Miranda Warnings/Defendant's Rights;
- Knowledge of rights of crime victims and domestic violence victims;
- Knowledge of juvenile procedures;
- Knowledge of traffic/criminal case preparation and skill in court room testimony;
- Knowledge of and skill in conducting traffic stops/felony stops;
- Skill in traffic directions;
- Knowledge and skill in the suppression of fire and the handling of rescue in dangerous situations;
- Knowledge of all Department equipment;
- Knowledge of advanced supervisory methods;

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Essential Functions

- Running for several hundred yards.
- Climbing over obstacles.
- Crawling.
- Pulling or carrying accident, fire or crime victims.
- Using physical force to apprehend and subdue arrestees.
- Withstanding prolonged exposure, as long as 8 hours, to extreme weather conditions.
- Withstanding prolonged periods of standing or sitting.
- Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accident, crime or suicide.
- Dealing with domestic disputes.
- Communicating with employees, tenants, patrons and the traveling public in a professional, courteous manner.
- Dealing with verbal and physical abuse of the officer including taunts, insults and threats to the officer, family members or fellow police officers.
- Communicating effectively with individuals suffering from trauma.
- Operating a motor vehicle for long periods of time.
- Using firearms effectively and being capable or successfully qualifying with department firearms (rifles, shotguns, handguns.)
- Completing written reports in a clear, concise manner.
- Working shifts as assigned.

Additional Duties and Responsibilities

- Performs information processing;
- Assists other Patrol Officers with arrests, processing and prosecution of defendants;
- Performs additional duties as required by the Chief and/or Mayor
- Promptly obeys and transmits all orders of Superior Officers and the Chief of Police;
- Protects the rights of all citizens (victims, complainants and defendants);
- Prevents crime;
- Performs routine patrol;
- Protects life and property;
- Stays in compliance with all Departmental policies and procedures;
- Reports any breach of duty or failure to obey departmental policies and procedures to the Chief of Police, in his absence, to the Mayor;
- Responds to requests made for assistance, and advice in order to maximize patrol effectiveness and efficiency from other departments or police agencies;
- Performs related work as required in order to effectively discharge the police function and maximize public safety;
- Performs all other duties as assigned by the Chief of Police