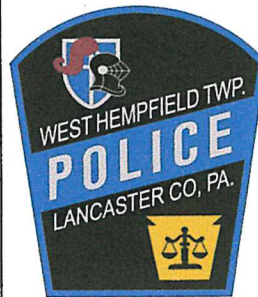


**WEST HEMPFIELD TOWNSHIP
POLICE DEPARTMENT
POLICY & PROCEDURES**



SUBJECT: DUTIES AND RESPONSIBILITIES - OFFICER

BY THE ORDER OF:
Chief of Police

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In accordance with the Americans with Disabilities Act (ADA), the following list of essential functions is established as criteria for qualification to receive confirmed offers of employment as a police officer with the West Hempfield Township Police Department.

I. GENERAL SUMMARY

- A. Under supervision, promotes and maintains civil order; enforces laws and ordinances; conducts investigations; issues citations and makes arrests; patrols assigned areas to provide security; responds to alarm calls; prepares detailed reports concerning crimes and incidents; interviews victims and witnesses; interrogates suspects; maintains equipment in functional condition; provides court testimony; establishes and maintains positive working relationships with the community. Performs additional assigned duties as required.

II. PHYSICAL DEMANDS

- A. Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting.
- B. Use of physical force necessary to arrest and restrain/subdue individuals of varying height, weight and strength, individually and in cooperation with other officers.
- C. Walk, stand, sit, or run for prolonged periods of time.
- D. Occasionally stoop, bend, kneel, crouch, reach, and twist.
- E. Occasionally climb and balance.
- F. Regularly push, pull, lift, carry and/or move up to 50 lbs.
- G. Occasionally push, pull, lift, carry and/or move up to 150 lbs.

- H. Requires a sense of touch, finger dexterity, and gripping with hands and fingers
- I. Ability to speak and hear to exchange information and communicate with others.
- J. Ability to see. Vision requirements for this position, with or without correction, include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to differentiate between colors.

III. WORKING CONDITIONS

- A. Reactive emergency, natural or man-made disaster, and routine peace keeping environments.
- B. Travel is required for this position, primarily within jurisdiction, but beyond jurisdiction as needed (pursuit, coordination with other law enforcement agencies, court appearances, training, etc.).
- C. Will be required to work indoors and outdoors; will be exposed to various weather conditions, including cold, heat, rain and snow.
- D. May be exposed to unpleasant sights and smells, fumes or airborne particles, dust, toxic or caustic chemicals, smoke, fumes, fire, blood, bodily fluids, communicable diseases, risk of electrical shock, risk of radiation, and vibration.
- E. May be exposed to potentially hostile environments and life-threatening situations.
- F. Noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, engagement with the public, etc.
- G. Extensive public contact.

IV. SCHEDULING

- A. Police officer positions involve regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included). Work shifts are normally twelve (12) hours in duration but may be extended in the event of emergency, disaster, personnel shortage, workload or work-in-progress. High percentage of attendance, on-time arrival to work and ability to work overtime when necessary are required.

V. DUTIES AND RESPONSIBILITIES

- A. Patrol assigned zones; respond to requests for law enforcement services; enforce laws and ordinances; make arrests and use physical force when necessary to restrain individuals.

- B. Interview victims of crimes and witnesses; gather and secure evidence at crime scenes; properly document crime scenes.
- C. Conduct investigations of a variety of crimes and criminal activity (burglaries, stolen vehicles, domestic violence, child abuse, missing persons, assaults, murders, alarms); inspect properties to determine unsafe conditions and/or criminal activity.
- D. Conduct criminal investigations; contact witnesses, victims, suspects and conduct interviews; properly collect evidence, and organize and prepare for prosecution.
- E. Participate in community policing activities by implementing crime prevention and problem solving practices; establish effective working relationships with citizens and community organizations; resolve conflicts and mediate disputes between citizens; conduct routine inspections of residences, businesses, and other facilities to determine security concerns; alert residents to hazardous conditions (fires, chemical spills, gas leaks, explosions, etc.); evacuate citizens in danger in the event of an emergency; serve as a liaison with social service agencies and refer citizens when necessary.
- F. Enforce traffic laws and ordinances; conduct accident investigations; issue citations; regulate and direct traffic as needed; investigate complaints concerning improper operation of vehicles and/or illegally parked vehicles; issue parking citations; recover stolen vehicles; perform selective traffic enforcement in high accident areas; operate speed-timing devices to address speeding complaints and violations; provide assistance to citizens with inoperable vehicles.
- G. Prepare a variety of reports associated with the investigation of incidents and crimes within established time frames; appear at court to provide testimony in conjunction with investigations and/or reports; meet with prosecutors and other law enforcement personnel as needed.
- H. Serve as a liaison with other law enforcement agencies; ensure that information concerning criminal activity is appropriately shared; assist prosecutors with the preparation of cases for trial.
- I. Demonstrate physical fitness and agility.
- J. Demonstrate regular and predictable attendance.
- K. Attend briefings; participate in training concerning various aspects of the law enforcement field; qualify at firing range as assigned.
- L. Ensure the continued security of prisoners during transport to various locations as required; deliver documents and related material as instructed; serve outstanding warrants.
- M. Inspect all equipment on a regular basis to ensure that it is operating in a safe manner; report defective and/or unsafe equipment to a superior.

VI. MINIMUM QUALIFICATIONS

- A. The West Hempfield Township Police Department has a strong interest in promoting confidence with the general public by having our employees maintain a uniform, professional appearance and image. Uniforms, equipment items and personal appearance are regulated by the Department's Rules and Regulations, General Orders, and Policies. All police officers must be able to wear and effectively utilize all Department issued items of uniforms and equipment as specified in Department directives, regardless of assignment. This includes, but is not limited to: the uniform (gun belt and included equipment; soft body armor; and specialized equipment such as riot helmet, riot baton and ballistic shield).
- B. **Knowledge of:** Federal, state, and local statutes and ordinances pertaining to law enforcement; proper police procedures, methods, and materials; probable cause and proper arrest procedures; investigative techniques and procedures; court processes and courtroom testimony procedures; Lancaster County Court processes and procedures; departmental policies and procedures; safety practices and procedures; geography of the jurisdiction as well as specific street locations, routes and topographical features; problem solving principles related to the community and policing.
- C. **Skill in:** Operating a police cruiser; operating mobile and portable two-way radios; firing various firearms; using speed-timing devices; an expandable tactical baton; chemical agent delivery systems; handcuffing techniques; tactical communications; using computer equipment and recording devices.
- D. **Ability to:** Recognize unusual or threatening conditions and take appropriate action; effectively deal with a variety of variables in somewhat unfamiliar context; read, understand, and explain PA law and local ordinances; communicate effectively with a diverse population, in-person, via telephone, and in writing; subdue and restrain individuals in accordance with Department policy; prepare meaningful, concise, and accurate reports; define a problem, collect evidence and other data, establish facts, and draw reasonable and valid conclusions; maintain self-control and take direction from supervisors; drive a motor vehicle; perform physical activities necessary to protect oneself and others; work long hours for an extended period of time; handle sensitive inquiries from officials and the general public; prepare for and present relative testimony.