



**NORTHERN LANCASTER COUNTY REGIONAL  
POLICE DEPARTMENT**

<input checked="" type="checkbox"/> General Order <input type="checkbox"/> Special Order <input type="checkbox"/> Personnel Order	<b>Order Number 6.3.5</b>
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<b>Subject: Job Description – Police Officer</b>			
Original date of issue:	<b>10/09/2014</b>	Effective date:	<b>10/09/2014</b>
		Expiration Date:	<b>Until amended or revoked</b>
Reference:			
Amends:	05/24/14	Rescinds:	
Review Dates:	10/09/14, 03/30/21 (change GO from 6.1.85)		
Index words:	<b>Job Description – Essential / Non-essential functions – Police Officer</b>		
Distributions:	<ol style="list-style-type: none"> <li>1. General Order Manuals</li> <li>2. Reading Verification to all Personnel</li> <li>3. Distribution via Power DMS</li> </ol>		
<b>In interpretation of this chapter, the singular shall include the plural and the masculine shall include the feminine and the neuter.</b>			

This order consists of the following part(s):

**6.3.5 Police Officer Job Description – Essential and Non-Essential Functions**

**I. Purpose**

To provide the members of the Northern Lancaster County Regional Police Department with a clear understanding of the agency policy requirements for job descriptions for police officers.

**II. Policy**

It is the policy of the Northern Lancaster County Regional Police Department to adopt and require the adherence to the standards in this policy for the selection and retention of sworn agency members.

- A. It shall be the policy of the Northern Lancaster County Regional Police Department to engage in the practice of the required use of the following standards in the selection and retention of sworn agency members:

## NATURE OF WORK

This is an entry level position that is critical to the efficient and effective operation of the Police Department. Officers assigned to these positions generally are assigned to the Field Services Division. The work is varied and complex, and involves patrol, traffic enforcement, criminal law enforcement, report writing of all kinds and service to the community as well as a myriad of other line functions as dictated by the Police Mission Statement.

It is the policy of the agency to employ the best qualified people to staff the Department. We realize that the responsibility of the police department is to seek employees from a vastly divergent society and to strive to hire police officers from all walks of life who are able to serve when called upon to do so.

The following are descriptions of work tasks which each police officer must be capable of efficiently performing in an unassisted, individual capacity, unless otherwise indicated. The officer must be capable of performing these tasks at any time, and at all times, repeatedly, upon immediate notice or need to do so, while on duty.

The tasks described under the heading "Essential Functions Performed by Police Officers" and "Required Knowledge, Abilities, Skills and Capacities" described hereafter are deemed by the Department to be "essential functions" of the position, which must be performed as a "business necessity" of the Department, as those terms are defined under 29 CFR Sec. 1630.2.

The "essential functions" identified will consume nearly all of the time spent on the job by the officer. The failure or inability of an officer to perform most of these tasks could, directly or indirectly, lead to a "direct threat" of significant risk of substantial harm to the health or safety of the officer, a fellow officer, or a citizen whom he is sworn to protect, as defined under 29 CFR Sec. 1630.2.

The tasks described herein as "Non-Essential Functions Performed by Police Officers" do not constitute "essential functions" which must be performed as a "business necessity" of the Department, as those terms are defined under 29 CFR Sec. 1630.2. These "non-essential" tasks are, however, important tasks required to be performed by officers and for which each officer is accountable to efficiently perform, except to the extent such performance may be excused under applicable state and federal laws concerning qualified disabled individuals.

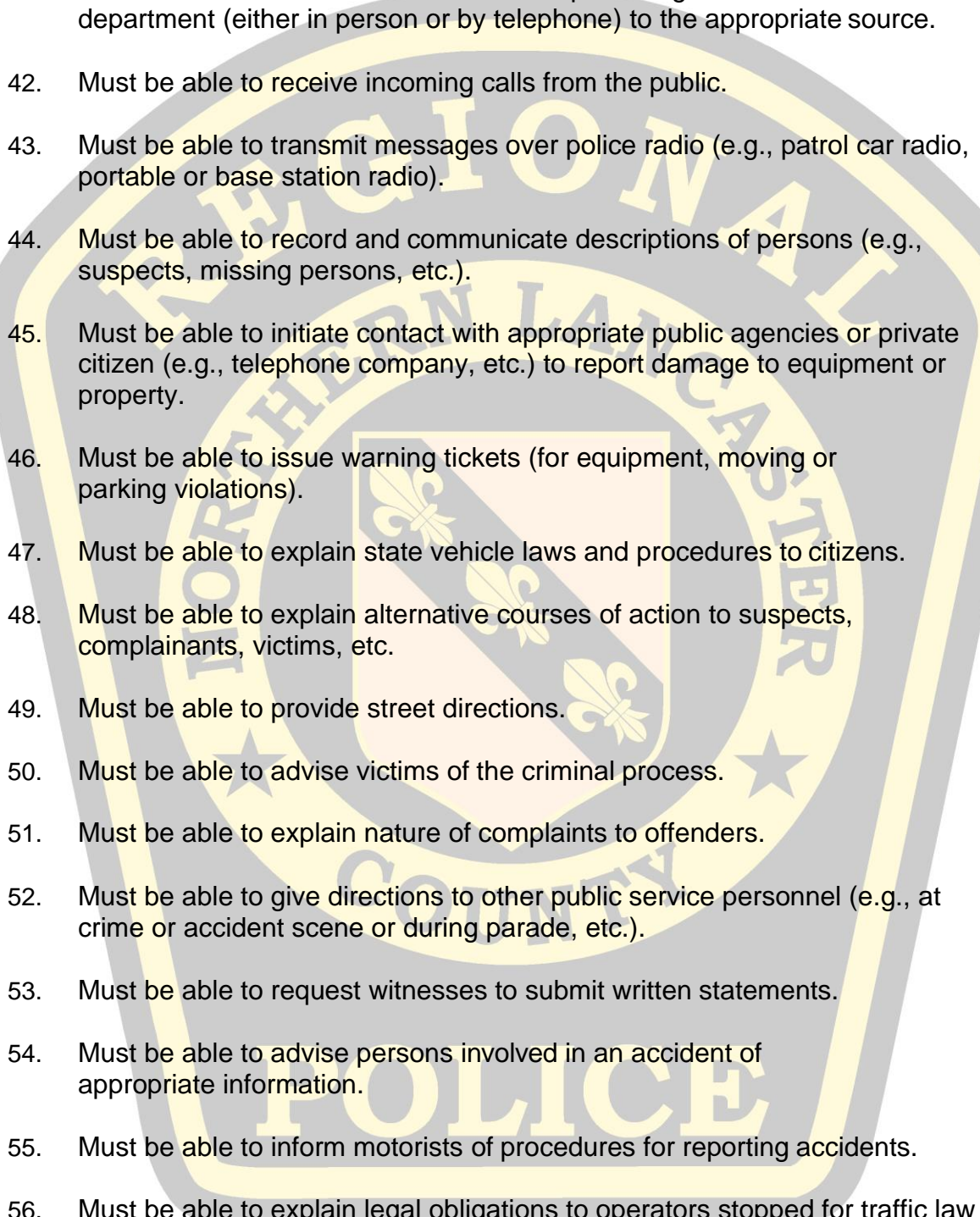
The listings of "essential functions" and "non-essential functions" herein are not all of the tasks which are expected to be performed by an officer. Additional tasks, not specifically listed, may be considered "essential functions" or "non-essential functions" in the discretion of the Department.

## ESSENTIAL FUNCTIONS

1. Must be able to maintain a current knowledge of known criminals and criminal activity within the area.
2. Must be able to review wanted vehicles bulletins.
3. Must be able to read TELETYPE/CLEAN messages.
4. Must be able to read weather forecasts and bulletins.
5. Must be able to recognize smells that should be investigated and their approximate origin (e.g., smoke, controlled substance, alcohol, gas leaks, etc.).
6. Must be able to talk with people on the beat to establish rapport.
7. Must be able to talk with people on the beat to obtain information.
8. Must be able to, at request of owners; inspect businesses and dwellings for adequate security devices.
9. Must be able to search unlocked businesses and dwellings for signs of illegal entry.
10. Must be able to make bar checks for illegal or disorderly activity.
11. Must be able to check individuals/businesses for compliance with licensing requirements and/or Business and Professional Code (e.g., liquor stores, taverns, solicitors, retail business, etc.).
12. Must be able to physically examine and test doors and windows of dwellings and businesses.
13. Must be able to identify from memory wanted vehicles and persons.
14. Must be able to examine suspicious or potentially dangerous objects (e.g., suspicious package, downed high tension wires, etc.).
15. Must be able to instruct persons of proper methods to eliminate fire hazards or explosives.
16. Must be able to advise property owners or agents of potentially hazardous conditions (e.g., damaged fences, broken water pipes, etc.).
17. Must be able to help citizens form neighborhood watch groups.
18. Must be able to instruct members of the community on crime prevention.



19. Must be able to mediate family disputes.
20. Must be able to mediate civil disputes.
21. Must be able to keep peace in organized labor disputes.
22. Must be able to confront hostile groups (e.g., demonstrators, bar patrons, etc.).
23. Must be able to patrol locations on beat which are potentially physically hazardous to citizens (e.g., construction site, attractive nuisance, etc.).
24. Must be able to physically examine abandoned vehicle.
25. Must be able to secure vehicles by removing keys, locking doors, etc.
26. Must be able to secure homes or property.
27. Must be able to remove hazards from roadway.
28. Must be able to escort persons in possession of money or valuables.
29. Must be able to protect threatened persons.
30. Must be able to extinguish vehicle or other minor fires.
31. Must be able to flag down trains (e.g., proper notifications to prevent accidents).
32. Must be able to direct traffic and other processions.
33. Must be able to deliver emergency supplies and equipment.
34. Must be able to provide emergency assistance to the public by driving persons from one location to another.
35. Must be able to engage in incident response driving on roadway with the utmost regard for safety.
36. Must be able to engage in incident response driving in congested area with the utmost regard for safety.
37. Must be able to make vehicle stops to effect felony arrests.
38. Must be able to affect suspected suspicious person vehicle stops.
39. Must be able to follow suspicious vehicles (e.g., suspect, suspicious person, operators under the influence, etc.).

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- The seal of the Northern Lancaster County Police is a large, semi-transparent watermark in the background. It features a central shield with a fleur-de-lis, surrounded by the text "NORTHERN LANCASTER COUNTY POLICE" and "COMMUNITY" at the bottom. Two stars are positioned on either side of the shield.
40. Must be able to make traffic stops for vehicle code violations.
  41. Must be able to refer citizen's formal complaints against officers and/or department (either in person or by telephone) to the appropriate source.
  42. Must be able to receive incoming calls from the public.
  43. Must be able to transmit messages over police radio (e.g., patrol car radio, portable or base station radio).
  44. Must be able to record and communicate descriptions of persons (e.g., suspects, missing persons, etc.).
  45. Must be able to initiate contact with appropriate public agencies or private citizen (e.g., telephone company, etc.) to report damage to equipment or property.
  46. Must be able to issue warning tickets (for equipment, moving or parking violations).
  47. Must be able to explain state vehicle laws and procedures to citizens.
  48. Must be able to explain alternative courses of action to suspects, complainants, victims, etc.
  49. Must be able to provide street directions.
  50. Must be able to advise victims of the criminal process.
  51. Must be able to explain nature of complaints to offenders.
  52. Must be able to give directions to other public service personnel (e.g., at crime or accident scene or during parade, etc.).
  53. Must be able to request witnesses to submit written statements.
  54. Must be able to advise persons involved in an accident of appropriate information.
  55. Must be able to inform motorists of procedures for reporting accidents.
  56. Must be able to explain legal obligations to operators stopped for traffic law violations.
  57. Must be able to advise persons of rights as per the Miranda Decision.

58. Must be able to explain to onlookers the reason for taking arrest action.
59. Must be able to inform vehicle owners of legal obligations regarding removal of abandoned vehicles (within specific period of time).
60. Must be able to arrange for removal of abandoned, disabled, or impounded vehicles.
61. Must be able to advise appropriate agency of traffic engineering needs.
62. Must be able to notify owners of towed vehicles of the location and the procedures to follow to reclaim vehicle(s).
63. Must be able to talk with people on the beat to provide information about our Department.
64. Must be able to approach and interview pedestrians.
65. Must be able to interview tow truck operators, mechanics, etc., to obtain specific information concerning vehicle damages.
66. Must be able to interview complainants, witnesses, etc.
67. Must be able to interview doctors, ambulance personnel, etc., to obtain specific information concerning injuries and illnesses.
68. Must be able to interview prisoners/inmates to obtain personal information for booking purposes.
69. Must be able to talk to informants to obtain information.
70. Must be able to interrogate suspects.
71. Must be able to talk with leaders at demonstrations and other scenes of civil unrest.
72. Must be able to interview suspicious persons.
73. Must be able to communicate with physically handicapped (e.g., hearing impaired, deaf, mute, etc.).
74. Must be able to communicate through foreign language interpreters.
75. Must be able to determine the extent of injury to injured/wounded persons.



76. Must be able to administer cardio-pulmonary resuscitation.
77. Must be able to control bleeding (e.g., apply direct pressure).
78. Must be able to administer other first aid techniques.
79. Must be able to question and determine extent of prisoners/inmate's injuries.
80. Must be able to use emergency tools to extricate trapped persons.
81. Must be able to transport animals when appropriate.
82. Must be able to capture dangerous/injured animals.
83. Must be able to corral loose livestock.
84. Must be able to humanely destroy dangerous/injured animals as necessitated by circumstances.
85. Must be able to rescue animals from dangerous situations.
86. Must be able to counsel juveniles and children both formally and informally.
87. Must be able to conduct parent-juvenile conferences.
88. Must be able to talk with families of adult suspects or defendants (advise, inform, notify, counsel).
89. Must be able to talk with families of juvenile suspects or defendants (advise, inform, notify, counsel).
90. Must be able to contact various sources (e.g., employers, utility companies, schools), over the telephone or by mail, to locate persons.
91. Must be able to arrange for obtaining blood or urine samples for analysis.
92. Must be able to confer with physicians regarding medical condition of prisoners.
93. Must be able to coordinate prisoner's contact with legal counsel, bondsmen and other visitors.
94. Must be able to refer persons to other service agencies.
95. Must be able to arrange for appearance of witnesses.
96. Must be able to initiate contact with appropriate community agency (e.g.,

Mental health Services, Children Services, etc.) to request assistance.

97. Must be able to request that Bureau of Traffic Safety re-administer driver's test to persons currently licensed.
98. Must be able to request records check.
99. Must be able to serve subpoenas when received by appropriate courts.
100. Must be able to issue equipment.
101. Must be able to deliver agency and inter-agency papers.
102. Must be able to notify private citizens of damage to their property as a result of accident, natural disaster, etc.
103. Must be able to personally deliver death messages.
104. Must be able to personally deliver miscellaneous emergency messages to citizens.
105. Must be able to effect ice rescue (notification to proper services).
106. Must be able to operate assigned observation post to apprehend criminal suspect (e.g., stakeout).
107. Must be able to participate in large scale area search parties for persons or evidence.
108. Must be able to search for missing, lost or wanted persons.
109. Must be able to personally search buildings, properties, and vehicles to locate bombs and/or explosives.
110. Must be able to search homes, businesses or other structures for contraband, criminal activity or wanted subject.
111. Must be able to search fire debris or burned buildings to uncover bodies and evidence to the cause of the fire and/or explosion.
112. Must be able to physically search vehicles for contraband or evidence.
113. Must be able to search accident or crime scenes for physical evidence.
114. Must be able to search deceased for personal papers or valuables.



115. Must be able to stop and frisk suspects (i.e., pat down).
116. Must be able to search prisoner clothing (i.e., search incident to arrest).
117. Must be able to conduct periodic searches of prisoners and their quarters.
118. Must be able to handcuff or place in leg irons suspects or prisoners.
119. Must be able to guard prisoners.
120. Must be able to subdue attacking or resisting persons using locks, grips, or holds.
121. Must be able to transport prisoners/inmates.
122. Must be able to use baton, subdue attacking or resisting persons.
123. Must be able to transport mental patients.
124. Must be able to draw firearm.
125. Must be able to fire a handgun at person pursuant to the Crimes Code and Department Guidelines.
126. Must be able to fire a rifle or a shotgun at person pursuant to the Crimes Code and Department Guidelines.
127. Must be able to use chemical mace.
128. Must be able to use tear gas.
129. Must be able to fire automatic weapons such as a machine gun.
130. Must be able to resort to use of hands or feet in self-defense.
131. Must be able to crawl in confined areas.
132. Must be able to carry heavy equipment to rescue or crime scene.
133. Must be able to pursue on foot fleeing suspects.
134. Must be able to climb through openings (e.g., windows).
135. Must be able to climb over obstacles (e.g., walls).
136. Must be able to jump over obstacles.

137. Must be able to balance oneself on uneven or narrow surface.
140. Must be able to climb up to elevated surfaces (e.g., roof).
141. Must be able to jump down from elevated surfaces.
142. Must be able to pull himself/herself up over obstacles.
143. Must be able to lift and carry heavy objects (e.g., disabled person or equipment).
144. Must be able to drag heavy objects (e.g., disabled person or equipment).
145. Must be able to push hard-to-move objects by hand (e.g., disabled, or abandoned vehicle).
146. Must be able to use body force to gain entrance through barriers (e.g., locked doors).
147. Must be able to participate in physical exercise program to maintain physical strength, agility, and health.
148. Must be able to monitor driver observance of traffic control devices from stationary position.
149. Must be able to monitor pedestrian observance of traffic control devices from stationary position and clock speed of vehicles using speedometer.
150. Must be able to visually estimate speed of vehicles.
151. Must be able to operate equipment for speed enforcement (e.g., electronic speed device, etc.).
152. Must be able to direct traffic using hand or flashlight signals or illuminated baton.
153. Must be able to direct traffic using barriers (including positioning of patrol cars, flares, traffic cone patterns).
154. Must be able to control traffic signals manually.
155. Must be able to respond as primary unit to crimes in progress.
156. Must be able to respond as back-up on traffic stops.
157. Must be able to respond as back-up unit on crimes in progress.
158. Must be able to communicate with supervisor(s) during shift (e.g., to receive

direction, seek advice, etc.).

159. Must be able to request back-up assistance in potentially hazardous or emergency situations.
160. Must be able to survey accident scenes to determine priority of required actions.
161. Must be able to coordinate activities at scenes of accident investigation.
162. Must be able to protect accident scenes.
163. Must be able to inspect and/or operate equipment (lights, brakes, steering, tires, etc.).
164. Must be able to take coordinate measurements at accident scenes.
165. Must be able to sketch accident scenes.
166. Must be able to inspect accident scene for evidence (e.g., roadway obstructions, skid marks, roadway defects, etc.).
167. Must be able to analyze available information to determine what enforcement action should be taken at accident scenes.
168. Must be able to estimate vehicle speed using physical evidence and mathematical formulas or graphs.
169. Must be able to evaluate crime scenes to determine investigative procedures to follow and assistance necessary.
170. Must be able to protect crime scenes.
171. Must be able to attempt to locate witnesses to crimes or accidents (e.g., talk to bystanders, canvassing house to house).
172. Must be able to inquire into incidents to determine whether they are criminal or civil matters.
173. Must be able to sketch crime scenes.
174. Must be able to inspect damage to vehicles or property.
175. Must be able to make preliminary identification of deceased persons.
176. Must be able to examine body of deceased (for personal property, signs of post-mortem lividity, etc.).

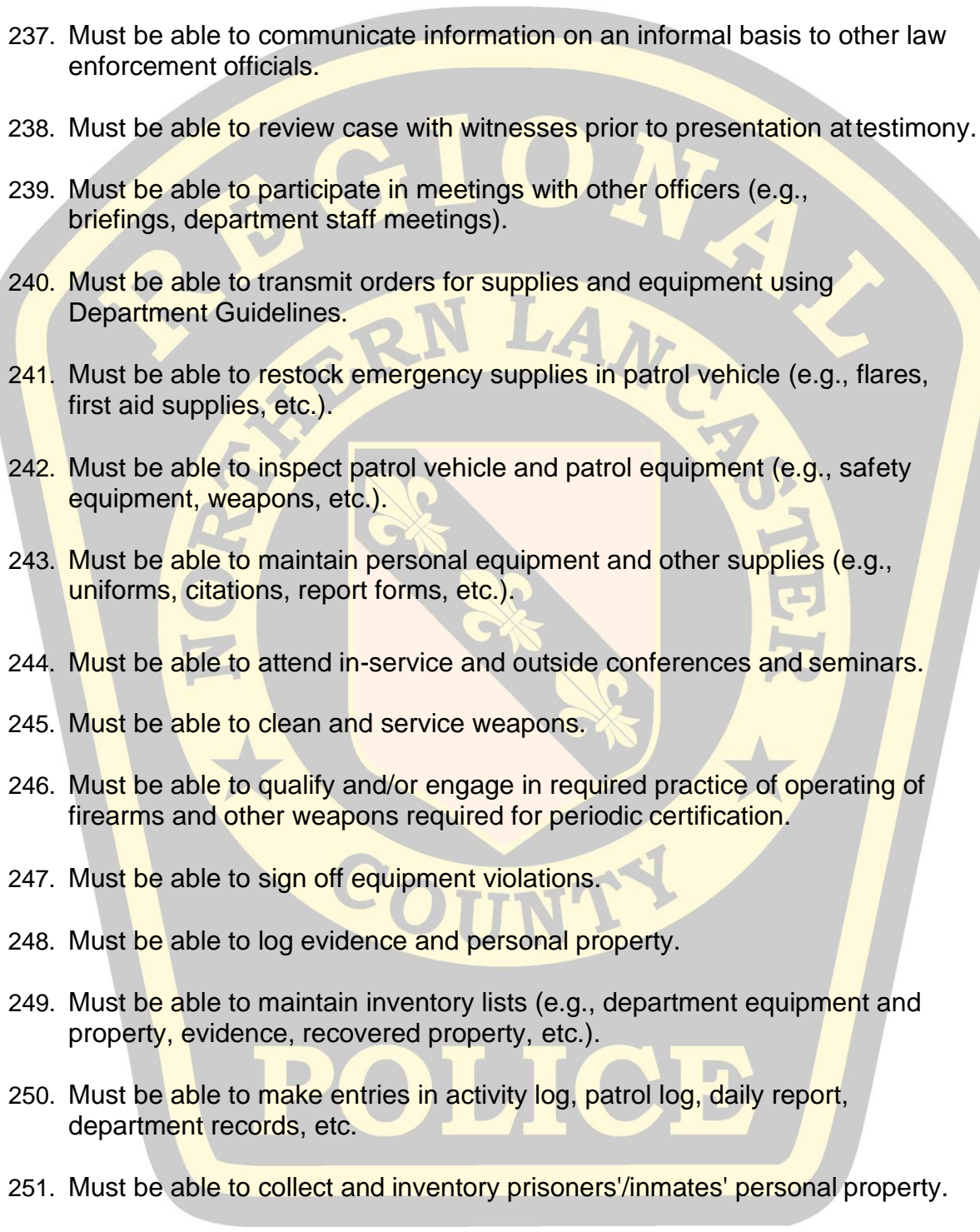


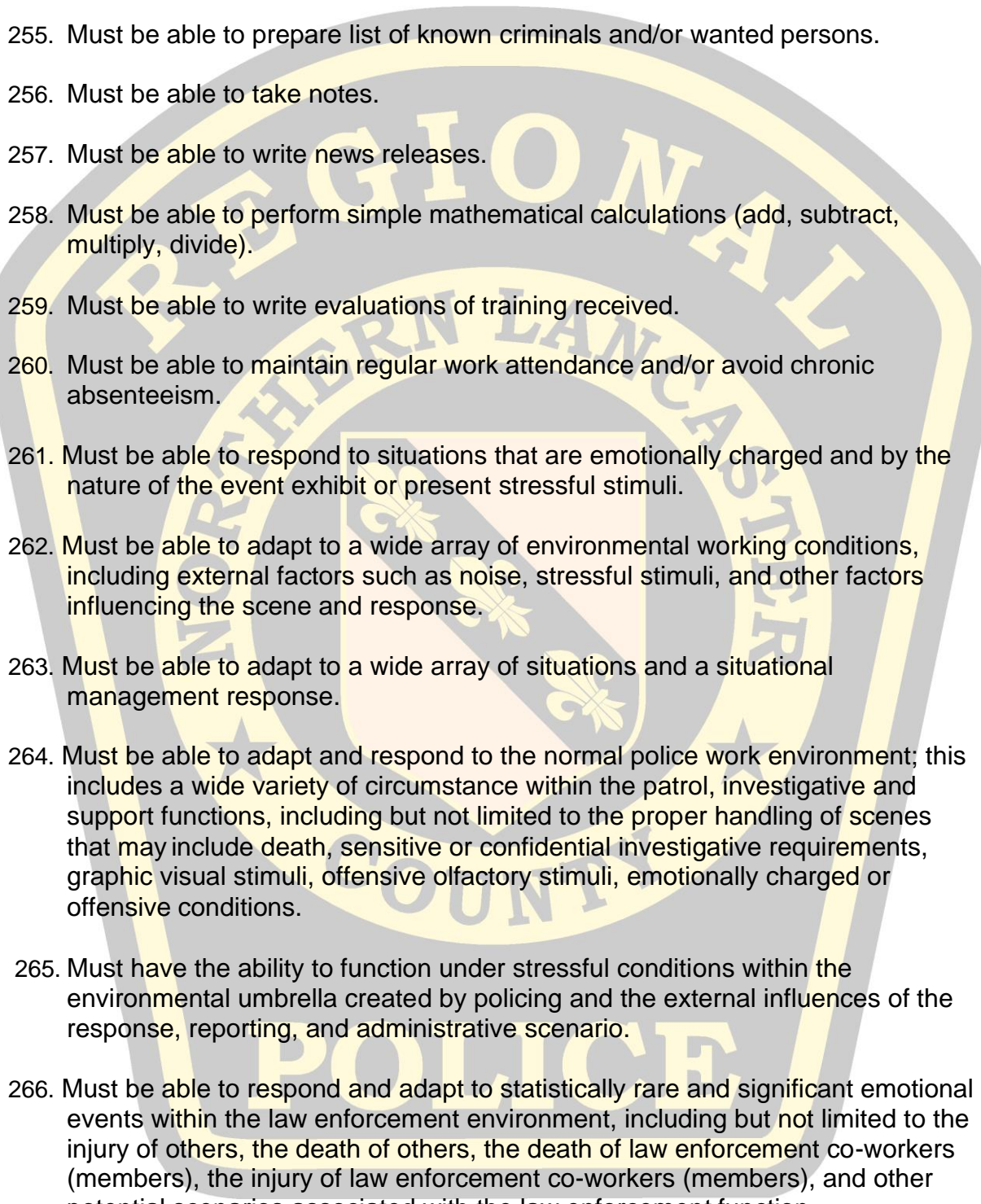
177. Must be able to do preliminary (initial, at the scene) investigations.
178. Must be able to identify suspects at crime scenes.
179. Must be able to request investigative assistance (e.g., detectives, crime lab, other officers, tracking dogs, etc.).
180. Must be able to organize and conduct photo line-ups and stand-up line-ups.
181. Must be able to present suspects to victims or witnesses for purposes of identification.
182. Must be able to do follow-up investigations to completion.
183. Must be able to study rap sheets and M.O.'s of suspects.
184. Must be able to analyze and compare cases for similarity of modus operandi.
185. Must be able to personally review records and pictures to identify suspects.
186. Must be able to collect and examine evidence and personal property from crime or accident scenes.
187. Must be able to preserve evidence and personal property.
188. Must be able to transport property and/or evidence.
189. Must be able to review crime lab reports.
190. Must be able to arrange for disposal and/or dispose of unclaimed property.
191. Must be able to secure evidence and/or property.
192. Must be able to dust, recognize and lift latent fingerprints.
193. Must be able to locate area of possible latent prints.
194. Must be able to take identification photos of individuals.
195. Must be able to fingerprint persons for non-criminal reasons (e.g., professional licensing).
196. Must be able to fingerprint prisoners and other persons.
197. Must be able to fingerprint deceased persons.

198. Must be able to estimate driver's capability to operate vehicle due to old age, emotional state, physical stature, handicap or substance abuse (preparatory to chemical or roadside sobriety test).
199. Must be able to administer physical roadside sobriety test (drug and/or alcohol).
200. Must be able to inspect vehicles for conformance with vehicle code and inspection regulations.
201. Must be able to inspect Certificate of Title.
202. Must be able to inspect operator's license, vehicle registration and insurance certificates.
203. Must be able to inspect vehicle identification numbers.
204. Must be able to inspect inspection sticker weight class stickers and road apportionment information.
205. Must be able to obtain search warrants.
206. Must be able to serve or assist in serving search warrants.
207. Must be able to pick up children (with or without court order) (e.g., protective custody, detention, etc.) to place in custody.
208. Must be able to request verification of warrants before service.
209. Must be able to serve arrest warrants.
210. Must be able to arrest traffic law violators.
211. Must be able to arrest person without warrant.
212. Must be able to take into custody person detained by citizen if the detention is authorized by law.
213. Must be able to prepare criminal complaints.
214. Must be able to issue citations for non-traffic offenses.
215. Must be able to issue vehicle code citations.
216. Must be able to issue parking tickets.

217. Must be able to diagram accident scenes.
218. Must be able to diagram layouts of interior designs of buildings (other than crime scene).
219. Must be able to diagram crime scene to scale.
220. Must be able to complete reports consisting primarily of check-off boxes or fill-in blanks.
221. Must be able to prepare paperwork for process service in the form of witness list.
222. Must be able to summarize in writing statements of witnesses, complainants, etc.
223. Must be able to record formal confessions in writing.
224. Must be able to write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).
225. Must be able to write reports consisting of several short descriptive phrases, sentence fragments or very short sentences (e.g., incident reports).
226. Must be able to write inter-office memos.
227. Must be able to write letters or other correspondence as part of the job.
228. Must be able to review commitment papers or court order for completeness and accuracy.
229. Must be able to review warrants/criminal complaints for completeness and accuracy.
230. Must be able to personally present facts of cases to juvenile probation officers.
231. Must be able to review reports and notes to prepare for testimony at hearings or trials.
232. Must be able to talk to other officers, supervisors, prosecutors, judges, witnesses, or victims to review facts of cases to insure proper pre-trial preparation.
233. Must be able to direct prosecution at the Magistrate's level.
234. Must be able to appear and testify in legal proceedings of all kinds.



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235. Must be able to review accidents with accident investigators.
  236. Must be able to discuss cases with prosecutors following legal proceedings.
  237. Must be able to communicate information on an informal basis to other law enforcement officials.
  238. Must be able to review case with witnesses prior to presentation at testimony.
  239. Must be able to participate in meetings with other officers (e.g., briefings, department staff meetings).
  240. Must be able to transmit orders for supplies and equipment using Department Guidelines.
  241. Must be able to restock emergency supplies in patrol vehicle (e.g., flares, first aid supplies, etc.).
  242. Must be able to inspect patrol vehicle and patrol equipment (e.g., safety equipment, weapons, etc.).
  243. Must be able to maintain personal equipment and other supplies (e.g., uniforms, citations, report forms, etc.).
  244. Must be able to attend in-service and outside conferences and seminars.
  245. Must be able to clean and service weapons.
  246. Must be able to qualify and/or engage in required practice of operating of firearms and other weapons required for periodic certification.
  247. Must be able to sign off equipment violations.
  248. Must be able to log evidence and personal property.
  249. Must be able to maintain inventory lists (e.g., department equipment and property, evidence, recovered property, etc.).
  250. Must be able to make entries in activity log, patrol log, daily report, department records, etc.
  251. Must be able to collect and inventory prisoners'/inmates' personal property.
  252. Must be able to maintain department records of warrants served.
  253. Must be able to control access to accident or other records.

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254. Must be able to compile crime data from a number of sources on a periodic basis (e.g., for entry onto Daily Bulletin).
  255. Must be able to prepare list of known criminals and/or wanted persons.
  256. Must be able to take notes.
  257. Must be able to write news releases.
  258. Must be able to perform simple mathematical calculations (add, subtract, multiply, divide).
  259. Must be able to write evaluations of training received.
  260. Must be able to maintain regular work attendance and/or avoid chronic absenteeism.
  261. Must be able to respond to situations that are emotionally charged and by the nature of the event exhibit or present stressful stimuli.
  262. Must be able to adapt to a wide array of environmental working conditions, including external factors such as noise, stressful stimuli, and other factors influencing the scene and response.
  263. Must be able to adapt to a wide array of situations and a situational management response.
  264. Must be able to adapt and respond to the normal police work environment; this includes a wide variety of circumstance within the patrol, investigative and support functions, including but not limited to the proper handling of scenes that may include death, sensitive or confidential investigative requirements, graphic visual stimuli, offensive olfactory stimuli, emotionally charged or offensive conditions.
  265. Must have the ability to function under stressful conditions within the environmental umbrella created by policing and the external influences of the response, reporting, and administrative scenario.
  266. Must be able to respond and adapt to statistically rare and significant emotional events within the law enforcement environment, including but not limited to the injury of others, the death of others, the death of law enforcement co-workers (members), the injury of law enforcement co-workers (members), and other potential scenarios associated with the law enforcement function.
  267. Must be able to access restricted law enforcement data bases.

268. Must be able to maintain CLEAN access certification and privileges.
269. Must be able to maintain JNET access certification and privileges.
270. Must be able to maintain NCIC access certification and privileges.
271. Must be able to read and understand terms of use related to access privileges to data-based systems.
272. Must be able to maintain access privileges, confidence and access standing for confidential investigative information.
273. Must be able to effectively communicate with Emotionally Disturbed Persons
274. Must be able to write and communicate in written manner, with concise, clear, and understandable capture of the facts or circumstances subject to characterization.

#### **NON-ESSENTIAL FUNCTIONS**

1. Must be able to review statistics and other compiled information (e.g., to determine areas in need of additional attention).
2. Must be able to meet with and make presentations to community groups.
3. Must be able to provide information to news media when authorized by a supervisor.
4. Must be able to provide classroom instruction to other officers and/or civilians.
5. Must be able to explain recruitment policies to interested individuals and community groups.
6. Must be able to arrange for professional assistance for offenders not in custody regarding personal problems.
7. Must be able to request help from news media in crime prevention or crime solving.
8. Must be able to arrange for professional assistance for prisoners regarding personal problems.
9. Must be able to develop latent prints chemically.
10. Must be able to photograph latent fingerprints.



11. Must be able to photograph crime or accident scenes.
12. Must be able to use chemical test kits to test for controlled substances.
13. Must be able to use Physicians' Desk Reference for drug identification purposes.
14. Must be able to assist in writing Department manuals, write suggestion of change in Department manuals.
15. Must be able to prepare lesson plans.
16. Must be able to evaluate other officers (e.g., probationary officers, trainees or new officers).
17. Must be able to write evaluations for FTO Program.
18. Must be able to provide on-the-job training to recruits involved in FTO Program.
19. Must be able to supervise civilian personnel.
20. Should be able to recognize sounds that should be investigated and their approximate origin (e.g., breaking glass, angry or fearful voices, etc.)
21. Should be able to instruct members of the community on self-defense.
22. Must be able to escort dignitaries.
23. Must be able to dispatch officers to calls.
24. Must be able to operate telephone console or switchboard.
25. Must be able to distribute department mail to appropriate locations and persons.
26. Must be able to organize or participate in formal or informal surveillance of individuals or locations.
27. Must be able to examine dead bodies for wounds and injuries to determine nature and cause of death.
28. Must be able to coordinate investigations with other law enforcement agencies.
29. Must be able to witness post-mortem examinations.

30. Must be able to provide on-the-job training to other officers.
31. Must be able to utilize software upon completion of training cycle.
32. Must be able to understand forensic applications and means of preservation, collection, and storage of property and evidence.

### **REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND CAPACITIES**

1. Ability to see clearly with perception, peripheral acuity, depth perception and shape recognition in lighted and low lighted situation(s).
2. Ability to hear clearly spoken voices and radio transmissions.
3. Ability to speak clearly in varying tones and volumes.
4. Ability to walk on uneven, varying, and slippery surfaces and rough terrain for long distances.
5. Ability to step over obstacles.
6. Ability to walk backwards and laterally.
7. Ability to ascend and descend steps.
8. Ability to climb, jump, crawl, vault, and hurdle over and under obstacles.
9. Ability to run on uneven, varying, and slippery surfaces and over rough terrain for reasonable periods of time.
10. Ability to bend, squat, kneel, carry, drag, crawl, lift, touch, feel, grab, push, pull, swing, reach, strike, be struck, squeeze, block, hold, hang, swim, catch, throw, kick, button, unbutton and lean (supported and unsupported) with reasonable dexterity, agility, rapidity, and recovery.
11. Ability to react with the appropriate physical skills to extricate people, make physical arrest(s), use a police whistle, use a police baton, direct traffic, open and close doors, rapidly exit police vehicles, quickly assume cover, wear seat belts, roll finger prints, tie knots, deliver CPR and First Aid, use small and large hand tools, distinguish temperature and odors, drive an automobile, handcuff and uncuff prisoners, open and close containers, hold small objects, fire, load and unload weapons, knock down door(s), maintain balance, wear restrictive clothing, tell time, get into and out of restrictive areas, breath normally using gas masks, follow moving objects, by moving head and eyes,

climb and work effectively in high and low places.

12. Capacity to deliver, understand, repeat, and carry out complex oral and written instructions and remember instructions in the short and long term.
13. Capacity to ask pertinent questions and understand the answers as they relate to the main and relevant point(s).
14. Capacity to exercise judgment as it relates totally to the situation.
15. Capacity to seek, develop, and use alternate options.
16. Capacity to take and change a position or point of view.
17. Capacity to dealing in an orderly fashion with chaotic situations and develop priorities.
18. Capacity to be sensitive and deal effectively with the feelings, levels of knowledge and degree of sophistication in others.
19. Capacity to think critically, quickly, accurately and judge the credibility of the conclusions and risks and determine by reason, ideational skill, evidence, and counter evidence.
20. Capacity for emotional maturity, self-discipline, self-control, perseverance, integrity, dependability, empathy and logic.
21. Capacity to use established procedures and the flexibility to adapt to situations not covered by procedures and the ability to explain the actions that were taken.
22. Capacity to act alone or with advice when necessary and the capacity to function within a cohesive group.
23. Capacity to make, use and understand records of all kinds.
24. Capacity to use available technology, instrumentation, and artificial intelligence.
25. Capacity to use classifications, ranges, graphs, charts, measuring devices, speed timing devices, clocks, watches, counting devices, photographic equipment, telephonic and radio equipment, etc. all kinds.
26. Capacity to understand violence and to effectively use force to overcome violence.
27. Capacity to view and effectively function under conditions of death, gore and



other physically, physiologically, and graphically offensive environments.

**DESIRABLE EDUCATION, TRAINING AND EXPERIENCE** This entry position calls for:

- Graduation from high school at a minimum, with graduation from a two-year accredited college preferred.
- Must become and remain certified as a Municipal Police Officer under Act 120 of June 18, 1974 as amended.
- Must comply with agency defined selection standards for background investigation and provision of truthful and complete information on any department provided information, demographic, biographic, or other collection standard.

**Effective: October 09, 2014**

**By order of**



**David E. Steffen  
Chief of Police**