

POLICE OFFICER

Department: Police

DATE: *June 18, 1996; May 1, 2014; January 11, 2017; June 19, 2020; October 22, 2020, July 2, 2021*

JOB SUMMARY:

The description of the duties of Police Officer are illustrative. The day to day duties of the Police Officer are defined by the Chief of Police pursuant to N.J.S.A. 40A:14-118, and subject to the terms of any applicable collective bargaining agreement. Performs all functions involved with law enforcement which includes but is not limited to: public safety, traffic safety, processes necessary paperwork, and maintains the safety, security, and laws of the Township, County, State and Federal Governments. Performs other job related duties as required.

WORK ACTIVITIES/JOB FUNCTIONS:

**** All of the following activities and functions are essential to this position.***

All Non-Essential activities and functions are designated with an "NE" in the margin.

Please see the attached checklist for the physical and mental functions, working conditions and the frequency to which each condition, activity or function is required.

- ⊗ Walking, often for long periods, in extreme weather conditions and physically hazardous locations.*
- ⊗ Run, sometimes sprinting at high rate of speed for a short distance, in extreme weather conditions and physically hazardous locations.*
- ⊗ Ascend and descend stairs; sometimes quickly, while carrying equipment weighing approximately 10-20 pounds.*
- ⊗ Climb over, pull up over, and jump over obstacles.*
- ⊗ Jump down from elevated surfaces or areas.*
- ⊗ Climb or crawl through openings.*
- ⊗ Crawl under obstructions or in confined areas.*
- ⊗ Balance on uneven or narrow surfaces.*
- ⊗ Use body force to gain entrance or break through barriers.*
- ⊗ Push objects, vehicles, or persons.*
- ⊗ Pull objects or persons.*

- ⌘ *Lift and carry objects or persons.*
- ⌘ *Drag objects or persons.*
- ⌘ *Sit or stand for extended periods of time.*
- ⌘ *Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power.*
- ⌘ *Swim when situation arises.*
- ⌘ *Operate a motor vehicle, during the day or at night in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice or snow.*
- ⌘ *Detain individuals.*
- ⌘ *Stop suspicious individuals and vehicles.*
- ⌘ *Pursue fleeing suspects in a vehicle or on foot.*
- ⌘ *Disarm persons.*
- ⌘ *Restrain or subdue resisting suspects.*
- ⌘ *Effectuate a full physical custodial arrest, forcibly if necessary, using handcuffs and other restraints.*
- ⌘ *Conduct visual and audio surveillance.*
- ⌘ *Perform law enforcement patrol functions, on foot or in a vehicle.*
- ⌘ *Issue summonses.*
- ⌘ *Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.*
- ⌘ *Observe, record, recall, and report incidents and information.*
- ⌘ *Operate radar equipment.*
- ⌘ *Administer field sobriety tests.*
- ⌘ *Operate a fire extinguisher.*

- ☒ *Fingerprint, photograph and videotape individuals, objects, and scenes.*
- ☒ *Transport citizens, prisoners, and committed mentally impaired, using handcuffs and other restraints, when appropriate.*
- ☒ *Work rotating shifts and adapt to irregular working conditions.*
- ☒ *Maintain mental alertness and readiness to act, even during periods of calm and inactivity.*
- ☒ *Identify, collect, label and preserve evidence.*
- ☒ *Secure the scene of crime, emergency, or disaster.*
- ☒ *Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss or injury.*
- ☒ *Control crowds.*
- ☒ *Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.*
- ☒ *Perform rescue and support functions at the scenes of accidents, emergencies and disasters.*
- ☒ *Administer emergency first aid.*
- ☒ *Physically check buildings, including doors and windows, to insure they are secure.*
- ☒ *Remediate hazardous conditions by direct action or notification of appropriate authority or agency.*
- ☒ *Perform searches of people, vehicles, buildings, and large outdoor areas, which may involve seeing, feeling and detecting objects, and walking for long periods of time.*
- ☒ *Search for missing, wanted, or lost persons and evidence.*
- ☒ *Load, unload, aim, and fire a weapon in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.*
- ☒ *Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.*
- ☒ *Communicate effectively verbally and in writing, detailing incidents and activities of those involved.*
- ☒ *Prepare written investigative and other reports, including sketches, using appropriate*

grammar, symbols, and mathematical computations.

⌘ *Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, and warrants.*

⌘ *Communicate effectively in court and in other formal settings.*

⌘ *Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information and by advising of rights, processes, and procedures.*

⌘ *Communicate effectively with individuals in an agitated or distraught condition.*

NE ⌘ *Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.*

⌘ *Mediate disputes and confrontations with hostile and potentially violent individuals.*

⌘ *Gather information by observation of behavior, visual inspection and or communication; determine what information is significant; assess a situation based on that information; and exercise independent judgement to make decisions concerning choice of action and equipment.*

⌘ *Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.*

⌘ *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 extent.*

⌘ *Endure verbal, mental, and physical abuse, including threats, taunts and insults to self, family and fellow officers.*

⌘ *Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings; with other crime victims, accident victims, disaster victims, and their families, with incidents of suicide and domestic violence.*

⌘ *Performs all functions and conducts himself/herself in a safe manner avoiding injuries and accidents.*

⌘ *Seek advice from supervisor when procedures have not been established or if there is some doubt as to their meaning.*

⌘ *Displays an attitude of teamwork; understanding, enthusiasm, and personifying the Township's motto,*

“Service is our Product.”

- ⌘ *Treats fellow staff members and the public with respect and does not harass or make any inappropriate comments or actions.*
- ⌘ *Utilizes municipal resources, such as computer and telephone for Wyckoff municipal work only.*
- ⌘ *In the event a current work assignment is complete, the employee shall ask his/her Supervisor for additional assignments.*
- ⌘ *Police officers are responsible for observing safety rules and using available safety devices including personal protective equipment.*
- ⌘ *Any unsafe condition, practice procedure or act must be immediately reported to the supervisor. Any on the job accident or accident involving (employer entity) facilities, equipment or motor vehicles must also be immediately reported.*
- ⌘ *Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the polices of the department.*
- ⌘ *Abide by all rules, regulations and department procedures and directives governing police officer employees.*
- ⌘ *Be accountable and responsible to their supervisor for obeying all lawful orders.*
- ⌘ *Coordinate their efforts with other employees of the department to achieve department objectives.*
- ⌘ *Conduct themselves in accordance with high ethical standards, on and off duty.*
- ⌘ *Strive to improve their skills and techniques through study and training.*
- ⌘ *Familiarize themselves with the area of authority and responsibility for their current assignment.*
- ⌘ *Perform their duties promptly, faithfully and diligently.*
- ⌘ *Perform all related work as required in a timely fashion.*
- ⌘ *Take appropriate action to:*
 - ⌘ *Protect life and property*
 - ⌘ *Preserve the peace.*
 - ⌘ *Detect and arrest violators of the law.*
 - ⌘ *Enforce all federal, state, and local laws and ordinances coming within department jurisdiction.*
 - ⌘ *Safeguard the rights of individuals as provided by the United States Constitution And Constitution of the State of New Jersey.*

- ⌘ *Safely and expeditiously regulate traffic.*
- ⌘ *Aid citizens in matters within police jurisdiction.*
- ⌘ *Take appropriate police action in aiding fellow officers as needed.*
- ⌘ *Provide miscellaneous services.*
- ⌘ *Completes periodic cybercrime awareness training. Implements and utilizes the precautions and best practices provided in the training.*

SUPERVISION:

Police officers are directly supervised by all superior officers which include sergeants, lieutenants, captains, and the Chief.

SKILLS, KNOWLEDGE AND ABILITIES:

- ⌘ *Knowledge of the methods, techniques, and procedures by the Police department to process paperwork, persons, complaints, emergencies, and other applicable situations.*
- ⌘ *Knowledge of the proper techniques for weapons, i.e. guns: handling, firing, disarming, and general use.*
- ⌘ *Ability to maintain patience and establish calm under pressure and in emergency situations.*
- ⌘ *Knowledge and commitment to the Wyckoff Police Department's mission statement and core values as stated in the Wyckoff Police Department's rules and regulations.*

Mission Statement

The Wyckoff Township Police Department is committed to serve and protect all people within our jurisdiction with integrity, respect, fairness and compassion. Our mission is to provide professional law enforcement services while working in partnership with those whom we serve.

Core Values

INTEGRITY

Integrity is the hallmark of the Wyckoff Township Police Department and we are committed to the highest performance standards, ethical conduct and truthfulness in all relationships. We hold ourselves accountable for our actions and take pride in a professional level of service and fairness to all.

RESPECT

We treat all persons in a dignified and courteous manner, and exhibit understanding of ethnic and cultural diversity, in both our professional and personal endeavors. We guarantee to uphold the principles and values embodied in the constitutions of the United States and the State of New Jersey.

COMPASSION

We treat all people impartially with consideration and compassion. We are equally responsive to our employees and the community we serve.

EDUCATIONAL REQUIREMENTS:

☒ *4-year College Diploma*

PHYSICAL DEMANDS

<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Crouching	
<input checked="" type="checkbox"/> Jumping	<input checked="" type="checkbox"/> Throwing	<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Running
<input checked="" type="checkbox"/> Pushing	<input checked="" type="checkbox"/> Kneeling	<input checked="" type="checkbox"/> Balancing	<input type="checkbox"/> [X]
Pulling			
<input checked="" type="checkbox"/> Color Vision	<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Handling	<input type="checkbox"/> [X]
Sitting			
<input checked="" type="checkbox"/> Crawling	<input checked="" type="checkbox"/> Fingering	<input checked="" type="checkbox"/> Depth Perception	<input type="checkbox"/> [X]
] Standing			
<input checked="" type="checkbox"/> Feeling	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Turning	<input type="checkbox"/> [X]
Talking			
<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Hearing	<input type="checkbox"/> [X]
Working Speed			

WORKING CONDITIONS

<input checked="" type="checkbox"/> Inside	<input checked="" type="checkbox"/> Outside	<input checked="" type="checkbox"/> Sudden Temperature Changes
<input checked="" type="checkbox"/> Odors	<input checked="" type="checkbox"/> Noisy	<input checked="" type="checkbox"/> Adequate Lighting
<input checked="" type="checkbox"/> Adequate Ventilation	<input checked="" type="checkbox"/> Mechanical Hazards	<input checked="" type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> High Places	<input checked="" type="checkbox"/> Exposure to Burns	<input checked="" type="checkbox"/> Electrical Hazards
<input checked="" type="checkbox"/> Working With Others	<input checked="" type="checkbox"/> Working Alone	<input type="checkbox"/> Working Around Others

MENTAL AND COMMUNICATION FUNCTIONS

<input checked="" type="checkbox"/> Advise	<input checked="" type="checkbox"/> Memorize	<input checked="" type="checkbox"/> Analyze
<input checked="" type="checkbox"/> Negotiate	<input checked="" type="checkbox"/> Calculate	<input checked="" type="checkbox"/> Organize
<input checked="" type="checkbox"/> Compare	<input checked="" type="checkbox"/> Plan	<input checked="" type="checkbox"/> Concentrate
<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Coordinate	<input checked="" type="checkbox"/> Problem Solve
<input checked="" type="checkbox"/> Copy	<input checked="" type="checkbox"/> Reason	<input checked="" type="checkbox"/> Diagnose
<input checked="" type="checkbox"/> Record	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Remember
<input checked="" type="checkbox"/> Evaluate	<input type="checkbox"/> Sell	<input checked="" type="checkbox"/> Influence
<input type="checkbox"/> Sequence	<input checked="" type="checkbox"/> Instruct	<input type="checkbox"/> Solicit
<input checked="" type="checkbox"/> Interact	<input checked="" type="checkbox"/> Speak	<input checked="" type="checkbox"/> Interpret
<input checked="" type="checkbox"/> Work independently	<input checked="" type="checkbox"/> Make decisions	<input checked="" type="checkbox"/> Measure

[X] Inspect

[] Supervise

*All "{ X }" constitute functions which are required more than **50% of the time**.

*All other functions which are required at less than **50% of the time** are marked with "[]"

This job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and requirements of personnel so classified.

ADA JOB-DESCRIPTION CHECKLIST

Job Title: POLICE OFFICER

Division/Department: POLICE DEPARTMENT

Location: POLICE DEPARTMENT OFFICES - TOWN HALL
EAST WING and PATROL WORK (VARIED/OUTDOORS)

Employment Status: FULL-TIME

Work hours/shift: ROTATING SHIFTS, DETERMINED BY SUPERIOR OFFICERS AND SUBJECT TO CHANGE ON AN AS NEED BASIS.

Reports to: Superior Officers: Lieutenants, Sergeants, Captain and Chief.

Supervises: N/A

Demands/Conditions/Functions - ADA Checklist: Y

Date of Last revision: October 22, 2020, July 2, 2021

Revision team: Robert J. Shannon, Jr., Township Administrator
David V. Murphy, Chief of Police
Karen Rau, Administrative Assistant

Approved by: _____
Robert J. Shannon, Jr. , Township Administrator