

POLICE OFFICER

Position Summary

A police officer performs general police work in the protection of life and property throughout the municipality, appropriately addresses and prevents violations of statutes and ordinances, responds to and investigates complaints, and suppresses disturbances. The work consists of various police assignments, generally relating to routine patrol. An officer under normal conditions is assigned to a specific patrol zone. The officer conducts investigations as directed by supervisors, performs routine preliminary investigations, and miscellaneous duties in accordance with the department standard operating guidelines. A police officer's work is performed under the supervision of a shift sergeant. However, a police officer is required to exercise initiative and discretion when faced with emergency situations.

Essential Duties and Responsibilities

A. General

- Running for several hundred yards
- Climbing over obstacles
- Crawling
- Pushing motor vehicles
- Pulling or carry accident, fire, or crime victims
- Using physical force to apprehend and subdue arrestees
- Withstanding prolonged exposure, as long as twelve (12) hours to extreme weather conditions
- Withstanding prolonged periods of standing and sitting.
- Withstanding frequent exposure to stress-producing situations as encountering persons injured or killed by accidents, crimes, or suicide.
- Dealing with domestic disputes.
- Dealing with verbal and physical abuse of the officer, including taunts, insults, and treats 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 a firearm effectively.
- Filling out written reports in a clear and concise manner.

B. Specific

- Enforce state and local laws and ordinances, and does so equally to all persons regardless of age, sex, race, etc.
- Patrol an assigned area during a specific period.
- Check doors and windows, and examines unoccupied buildings or residences to detect suspicious conditions.

- Investigate suspicious persons, conditions, and complaints, and arrests persons who violate laws and ordinances.
- Transport prisoners to the Allegheny County Jail or to the Mt. Oliver Borough Building and if necessary, to the various court proceedings; appears in court as the arresting officer.
- Direct traffic and perform traffic enforcement, issuing citations or warnings to violators.
- Respond to complaints, fires, accidents, and mutual aid as directed; supplies all possible assistance to those in need and prepares all related reports from any investigations.
- Maintains order in crowds, at parades, and other public gatherings.
- Supplies general information on laws and ordinances to the public.
- Generates daily reports of all activities, and submits a monthly production report to the Chief of Police.
- Assumes officer in charge of the shift when the sergeant or chief is unavailable.
- Performs all other duties as assigned by the Chief of Police.

Qualifications

A. Education/Experience/Licenses/Certifications

- Must be 21 years of age or older.
- High school diploma or equivalent.
- Valid PA Driver's License at the time of employment.
- Maintain valid PA Driver's license and acceptable driving record throughout employment.
- Current Act 120 certification.
- Meet both physical and mental requirements set forth by the department.

B. Knowledge Requirements

- Thorough knowledge and application of criminal statutes, motor vehicle codes, and ordinances, including revisions and relevant court decisions affecting the same.
- Familiar with civil law to know the limitations of police authority in civil matters.
- Communicate effectively and professionally with citizens, department personnel and employees, and representatives of the criminal justice system.
- Ability to exhibit calm and controlled composure in stress and non-stress encounters with co-workers, citizens, and groups.
- Ability to maintain an operational knowledge of all department orders, policies, and standard operating guidelines.
- Ability to develop and maintain driving skills in the operation of department vehicles in emergency and non-emergency situations.