WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Job Descriptions		Policy # 5.1.7
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date: November 9, 2016	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.7 JOB DESCRIPTIONS

A. CHIEF OF POLICE

1. The Chief of Police shall be the chief executive officer of the Department of Police. He shall have control of the stationing and transfer of all patrolmen, supervisors and employees in the Department under such rules and regulations as the Board of Commissioners prescribes or approves. He shall report directly to the Township Manager

2. He shall promptly execute all directives of the Board of Commissioners and issue such general orders and directives to the Police Department as may be required for the proper administration of the Department.

3. He shall organize, direct and control all resources of the Department for the most efficient discharge of its duty to preserve the peace, protect persons and property and obey and enforce all ordinances of the Township of West Norriton and all criminal laws of the State of Pennsylvania and the United States of America.

4. He shall develop the organizational structure of the Department in accordance with professional standards and, by consideration of sound span-of-control principles, integrate related activities under control of intermediate supervisors. He shall hold them accountable for effective conduct of such activities.

5. He shall plan and execute a police service program designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate non-criminal conduct. He shall modify the program to combat current trends as revealed by analysis of records and reports.

6. He shall collaborate with the Township Civil Service Commission in devising acceptable standards and procedures for recruitment, selection and promotion of Department employees.

7. He shall work for the enactment and strengthening of laws and ordinances for the restrain of criminal activities.

8. He shall cause an adequate and progressive program of employee training to be organized and conducted.

9. He shall formulate techniques for recognizing outstanding performance by Department employees.

10. He shall continually strive to improve employee working conditions in order to achieve maximum efficiency and morals.

11. He shall establish and maintain high ethical standards for Department personnel and exercise the vigilance necessary to sustain observance of such standards.

12. He shall exercise general supervision and inspection of all public places within the Township and cause the laws and ordinances concerning them to be obeyed.

13. He shall develop and conduct a sound public relations program to promote public confidence and shall interpret police policies and objectives to Department personnel, the press and the public.

14. He shall maintain suitable, productive relationships between the Department and other governmental agencies and with private organizations, especially those concerned with traffic, crime prevention and the administration of justice.

15. He shall submit required reports to the Board of Commissioners in such form and detail as to clearly depict conditions and police action. He shall cause to be published an annual report which adequately presents the problems, services and activities of the Police Department.

16. He shall insure prompt reporting to other Township agencies of any important matter falling within their jurisdiction.

17. He shall maintain an active alliance with professional police authorities and participate in programs for the mutual improvement of proficiency in combating crime and traffic problems.

18. He shall develop or adopt new techniques to improve the Department's effectiveness in the discharge of primary police obligations.

19. He shall establish and supervise a program of experience analysis and continued planning in preparation for the development of facilities to fulfill prospective requirements.

20. He shall supervise the preparation and presentation of realistic annual budget estimates.

21. He shall administer the Department's fiscal affairs in a manner calculated to convert available resources into maximum effective police service, economically employed, in area of demonstrable need.

22. He shall create and maintain a staff of supervisory officers, representative of the Department's segments to function as an executive council. He shall conduct periodic meetings of this staff to discuss and resolve current problems, establish policy, and disseminate information.

B. DEPUTY CHIEF OF POLICE

1. The Deputy Chief is second in command of the Police Department.

2. He shall perform all duties delegated to him by the Chief of Police and shall have the authority to carry out same. In the absence of the Chief of Police he shall take charge and perform all duties of and for the Chief of Police. He shall thoroughly understand the operating philosophy of the Chief of Police.

3. He shall exercise authority, commensurate with his responsibility and be accountable directly to the Chief of Police.

4. He shall promptly obey and transmit all orders of the Chief of Police insuring proper and correct interpretation and full compliance.

5. He shall advise the Chief of Police on all matters concerning the department's needs and activities.

6. His administrative duties shall include planning, organizing and directing the activities of assigned personnel and maintenance of harmonious relationship with other police divisions, units, allied agencies and the public.

7. He shall have direct control over all members of the department of lower rank and is responsible for the direction and performance of personnel under his command.

8. He shall constantly evaluate the police service and submit his recommendations in writing to the Chief of Police.

9. Conduct inspections to determine whether the resources at the department's disposal, both personnel and material, are being utilized to the fullest extent.

10. Analyze and interpret statistical reports to achieve more effective deployment of personnel and to decrease the incidence of crime, vice, and traffic conditions.

11. He shall submit to the Chief of Police, in prescribed form and detail, such reports as may be required to accurately reflect the problems, services, and activities of the various platoons and/or units in the department.

12. His hours of duty shall be in accordance with needs of the department. He shall be available for duty at all times in case of special need or emergency. He shall respond punctually to all assignments.

13. He shall examine reports for conformity with the procedure for complete investigation and reporting, referring improper or incomplete reports in reverse order through original channels for correction and explanation of failure.

14. He shall make daily examination of assignment sheets, time reports and all miscellaneous reports concerning personnel under his command to insure proper deployment and control.

15. He shall be diligent in enforcing the observance of high ethical standards in the operations and conduct of department personnel.

16. He shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information and courteously explain any instances where jurisdiction does not lie with the police agency, suggesting procedures to be followed.

17. He shall insure prompt reporting in writing to proper authorities of any instances of negligence, violation of law, or other matter falling within the jurisdiction of any other township agency.

18. He shall at regular and unannounced times, visit all platoons and units under his command, inspecting them for condition, efficiency of operation, and conformity with regulations and order, initiating corrective action or disciplinary measures as indicated.

19. He shall direct the overall internal and external departmental training programs, including firearms training.

20. He shall assist in the preparation of training plans, orders, reports, curricula, publications and other staff activities. Supervises the selections and review of text books and related training publications, aids and equipment. Reviews, develops and recommends new and revised training doctrines, methods and techniques.

21. He shall insure civil treatment and protection of rights for all persons coming into the scope of police authority.

22. He shall systematically investigate all cases of alleged misconduct by department personnel.

23. He shall assist the Chief of Police in conducting periodic meetings of supervisory officers to discuss and resolve problems, establish policy and disseminate information.

24. He shall assist the Chief of Police in preparation of the annual budget, the planning of administrative and operational objectives and their implementation.

C. DUTIES OF A PATROL SERGEANT

1. He shall be responsible for the efficient operation of his platoon, unit or other assignment in conformity with established policies.

2. He shall plan, organize, and direct the activities of his platoon, unit or other assignment.

3. He shall maintain harmonious relationships with other segments of the Department, allied agencies and the public.

4. He shall promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance.

5. He shall be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel under his supervision.

6. He shall, under the direction of his supervisor, collaborate with other members of the staff for the purpose of establishing departmental policies and procedures.

7. He shall, when required, assist his supervisor in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence to sustain or refute such allegations. If required, he shall prepare necessary reports and assist at hearings and examinations.

8. He shall be available for duty at all times in cases of special needs or emergencies and respond punctually to all of his assignments.

9. He shall report any instance of unfitness detected at inspection or during his tour of duty.

10. When beginning a tour of duty, he shall secure all information pertinent to the proper conduct of business from the officer in charge of the preceding tour, and at the conclusion of his tour, impart such information to his successor.

11. He shall handle impartially every breach of discipline or neglect of duty by a subordinate in accordance with prescribed procedure.

12. He shall recommend disciplinary action when necessary and record all such situations.

13. He shall examine reports to insure conformity with the procedure for complete investigation and reporting.

14. He shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information and courteously explain any instances where jurisdiction does not lie with the Police Agency, suggesting procedures to be followed.

15. He will check all reports of his platoon personnel at the completion of each daily tour of duty and have the personnel make the necessary corrections at

once, to complete all reports prior to leaving work after their tour of duty, striving constantly to have them improved upon.

16. He shall insure civil treatment and protection of rights for all persons coming into the scope of police authority.

17. He shall supervise and direct subordinates in investigation and in effective case preparation.

18. He shall thoroughly familiarize himself with the area of his responsibility and all conditions of problems requiring police attention.

19. He shall be sensitive to the conduct of juveniles and the existence of hazards affecting them, leading subordinates in the delinquency control effort.

20. He shall work the hours of duty established by the Chief of Police.

21. He shall familiarize himself with administrative policy and execute the service program within his area of responsibility, providing for:

    a. Prevention and suppression of crime.
    b. Protection of life and property.
    c. Apprehension and prosecution of offenders.
    d. Preservation of the peace.
    e. Enforcement of regulatory measures.

22. He shall assemble the personnel of his platoon for pre-tour briefings, inspect their persons, uniforms and equipment, and provide them with the necessary materials for the performance of their duties.

23. He shall exercise a general supervision of all public places within the Township and cause laws, ordinances and regulations concerning their operation to be enforced.

24. He shall devote the maximum possible time to an inspection of the field operation, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with his responsibility.

25. He shall inspect and report in writing every instance of damage, neglect or improper use of Department vehicles, equipment or property. This inspection shall extend to vehicles or property reserved for his own use.

26. He shall, at all times when he is the only supervising officer present, and a decision is required, express his authority and assume responsibility for same.

27. He shall provide protection for his subordinates by backing up on calls that are of a dangerous nature.

28. He shall protect public safety investigation hazards caused by improper signs, signals, obstructions of view, etc.

29. He shall prepare and submit all reports as are required by his superior officer.

30. He shall provide an immediate response to any need for police service notwithstanding the special nature of his assignment.

D. DUTIES OF THE ADMINISTRATIVE SERGEANT

1. He shall exercise authority, commensurate with his responsibility and be accountable directly to the Deputy Chief of Police and the Chief of Police.

2. The Admin. Sergeant is responsible for performing all the administrative duties assigned to him by the Chief of Police and Deputy Chief of Police. In the event the Deputy Chief of Police is unable to perform his assigned duties for an extended length of time, the Administrative Sergeant will assume those duties until relieved by the Chief of Police.

3. He shall promptly obey and transmit all orders of the Chief of Police and Deputy Chief of Police insuring proper and correct interpretations and full compliance.

4. His hours of duty are in accordance with the needs of the department and shall be available at all times to respond to any emergency or non-emergency situation requiring manpower as directed by the Chief or Deputy Chief of Police.

5. While on duty he shall assist Administrative Staff, the Patrol Division and the Detective Division, as needed or required, by performing patrol duties, responding to calls for service, taking walk in complaints, conducting prisoner transports or any other assistance requested by the Chief of Police, Deputy Chief of Police, Administrative Staff, Patrol Supervisor or Detective Supervisor.

6. He shall assist the Chief of Police and Deputy Chief of Police in developing the yearly budgets for the areas covered by his administrative duties.

7. His administrative duties shall include:

   a. **Scheduling:** He shall maintain the department schedule on a daily basis and shall be responsible for assuring the minimum manpower requirements are fulfilled at all times.

i. He shall handle all requests for time off or schedule changes and make any necessary changes to the schedule on a timely basis and forward those requests or changes to the Deputy Chief of Police.
ii. He shall fill all overtime requirements to include patrol assignments and special details. iii.He shall maintain the overtime list and reverse seniority list to assure fair and equitable treatment of all officers.
iv. He shall maintain records of the schedule and time off requests and assist the Deputy Chief of Police, when required, in conducting scheduling audits.
v. He shall assist the Deputy Chief of Police in preparing the payroll on a bi-weekly basis.
vi. He shall provide the following week's schedule to the administrative staff, patrol supervisor and Detective supervisor in a timely manner.
vii. He shall maintain contact with District Court to provide them with a yearly schedule and to update that schedule when necessary for proper court scheduling.

b. **Quartermaster:** He shall conduct a yearly inventory of all equipment necessary for the functioning of the Police Department and maintain the inventory in a serviceable condition. Such equipment shall include all firearms, less lethal weapons, ammunition, radio's, etc.

i. He shall notify and request replacement or repair for any equipment found to be in need of service through the Deputy Chief of Police.
ii. He shall monitor all disposable equipment necessary for the functioning of the Police Department, obtain competitive pricing and place orders through approved vendors to replace such inventories as required through the Deputy Chief of Police. He shall submit a "Request for Purchase Order" to the Deputy Chief of Police for any item to be ordered that is required by the department to be purchased with a purchase order.
iii. He shall gather and submit yearly requests for equipment replacement from department personnel to include body armor, uniforms and equipment and submit such requests to the Deputy Chief of Police.

c. **Training Unit:** He shall administer the training unit by maintaining the yearly training records to include the firearms training.

i. He shall update the training records of all Police Department personnel when training is completed.
ii. He shall develop a training plan for the year to include lesson plans, training venues, schedule training dates and assure yearly training requirements are met and submit such training plans to the Deputy Chief of Police for consideration and implementation.

d. **Bike Patrol**: He shall administer the bike patrol unit by creating, implementing and monitoring the seasonal bike patrol schedule. Such schedule shall be forwarded to the Deputy Chief of Police for approval.

   i. He shall maintain the unit equipment by scheduling routine maintenance and requesting replacement equipment as required and submitting such maintenance schedules or equipment requests to the Deputy Chief of Police.

e. **Fleet Manager**: He shall monitor the marked and unmarked Police vehicles for damage and make recommendations to the Chief of Police, Deputy Chief of Police and Township Mechanic in regards to equipment requiring repair or replacement.

   i. He shall make recommendations for the outfitting of new Police vehicles and the equipment required and after review by the Chief of Police, contact vendors, obtain competitive pricing and perform "Request for purchase orders" directed to the Deputy Chief of Police for the purchase of equipment.

f. **Community Relations:** He shall endeavor to enhance the relationship of the Police with the township community.

   i. He shall conduct police department tours upon request.
   ii. He shall work with the Juvenile Detective and School resource Officer to develop, coordinate and conduct school and community programs designed to inform the public about current issues, safety issues and the Police Department's role within the community.

g. **School Resource Officer Supervisor:** He shall be the immediate supervisor for the School Resource Officer and perform all duties as his designated Patrol Sergeant.

   i. He shall administer the School Resource Officer's day's off and scheduling.
   ii. He shall be responsible for transmitting all orders and directives from the Chief of Police and Deputy Chief of Police.
   iii. He shall review all reports and daily activity logs insuring completeness and compliance.

E. DUTIES OF A CORPORAL

1. Exercise authority, commensurate with assigned responsibility and be accountable directly to the Patrol Division Platoon Sergeant or, in the absence of the Patrol Division Platoon Sergeant, to the ranking officer on duty.

2. Assist the Patrol Sergeant in maintaining the efficient operation of the platoon in conformity with established policies and procedures.

3. Be responsible for performing all duties of the Patrol Sergeant in the Patrol Sergeant's absence. Promptly obey and transmit all orders from superiors, insuring uniform interpretation and full compliance. Advise the Patrol Sergeant on all matters relating to the platoon's activities, performance of subordinates, equipment and training needs.

4. Supervise, direct and assist subordinates in the performance of their general duties. Respond to any emergency or incident and assume command of components or situations until relieved by a superior ranking officer.

5. Recommend ways to improve efficiency, economy and service. Be familiar with current department rules, regulations, policies, procedures, orders and developments in the law that affects the shift personnel.

F. DUTIES OF A DETECTIVE SERGEANT

1. Be the supervisor of the division, exercise authority, commensurate with his responsibility and be accountable directly to the Deputy Chief for regulation and division functions, proper and effective utilization of personnel and maintenance of proper discipline within the division.

2. Have complete line authority over the operations of the investigation division and shall exercise staff supervision over all functions related to criminal investigations, arrests and prosecutions.

3. His administrative duties shall include planning, organizing and directing the duties of assigned personnel and the maintenance of harmonious relationships with other police divisions, units, allied agencies and the public.

4. He shall promptly obey and transmit all orders of the Chief of Police, insuring uniform interpretation and full compliance.

5. Be governed by rules and regulations for sergeants insofar as they do not relate to a specific uniformed assignment.

6. Establish hours of duty for division personnel in accordance with the needs of the division.

7. Analyze crime and incident reports daily, using facilities of the services divisions to determine trends as a basis for tactical deployment of resources and direction of operations.

8. Make periodic examinations of time and activity reports to insure proper deployment and control of personnel.

9. Collaborate with division and unit heads for the purpose of establishing department policies and procedures.

10. When required, assist with inquires and investigations involving members of the department.

11. Acquire all possible information concerning all places in the township known to be, or suspected of being, frequented by criminals or questionable characters and direct the attention of the Detective Unit and the Patrol Division to such places.

12. Assign detectives responsibility for the investigation of specific classes of incidents.

13. Supervise all communications concerning criminal matters between the Investigation Division and other law enforcement agencies.

14. Cause the following records to be kept in his office:

    a. Daily transactions of the division including assignments and work performed by each member.
    b. All communications pertaining to the division.
    c. The identity of persons wanted or apprehended in connection with offenses.

15. He shall have charge of the department criminal files, their security and their upkeep, including photographs of crimes and criminals.

16. He shall have charge of fingerprint identification and the proper filing of same, record all criminal arrests by numbers in the proper sequence.

17. Order any member of his division to leave the township for lawful pursuit or return of a criminal.

18. Provide care and maintenance for all equipment and supplies assigned to the division.

19. He shall take charge of all evidence and recovered property secured by the department, record and identify same and obtain the proper forms when the articles are returned or surrendered to the courts.

20. He shall study and apply sound investigative techniques and improve his effectiveness by attention to:

    a. Use of records and reports.
    b. Conduct of interviews.
    c. Cultivation of informants.

d. Development of perception.
e. Proper collection, identification, analysis, preservation and presentation of evidence.

21. He shall keep detailed records of his investigations and promptly execute all other reports required by department policy.

22. He shall prepare all cases assigned to him in such a way as to insure the best possible presentation of the facts to the court.

23. He shall learn the rules of evidence and court procedures and develop skills which will enable him to be an effective witness.

24. He shall communicate information to other police personnel concerning crime, criminals or suspects for proper coordination of police efforts.

25. He shall serve all legal papers assigned to him and execute required returns.

26. He shall constantly be alert to the identity of suspects connected with local crime, when arrested by other agencies, and effect their return and prosecution.

27. He shall maintain good relationships with other police agencies, satisfying their requests and improving his sources of aid and information.

28. He shall actively cooperate with prosecutors to prepare cases for trial.

29. He shall provide immediate response to a need for any police service notwithstanding the special nature of his assignment.
30. He shall be sensitive to the conduct of juveniles and the existence of hazards affecting them, participating in the delinquency control effort.

31. He shall exert every effort to satisfy the needs of citizens requesting service, assistance or information and courteously explain any instances where jurisdiction does not lie with the police agency, suggesting procedures to be followed.

32. He shall insure civil treatment and protection of rights for all persons coming into the scope of police authority.

33. He is responsible for carrying out such other investigations not necessarily of a criminal nature that might be requested by other governmental agencies through the Chief of Police.

34. He shall provide a monthly and yearly report of the activities of the Investigation Division to the Lieutenant.

G. DUTIES OF A DETECTIVE (ADULT)

1. Shall be accountable to the Investigation Division Sergeant.

2. Ordinarily, his hours of duty shall be established by his sergeant, but he shall be available at times of special need or emergency. He shall respond punctually to all of his assignments.

3. He shall be governed by rules and regulations for patrolmen, insofar as they do not relate to a specific uniformed assignment.

4. He shall intelligently and thoroughly investigate each case assigned to him, initiating the investigation by prompt contact with the complainant. He shall keep interested units advised of information developed.

5. He shall use every legal means at his disposal to detect and solve crime and prosecute offenders, thoroughly investigating all information received from any source.

6. He shall assist police units and personnel in the investigation of crime, the apprehension and prosecution of criminals and the recovery of property.

7. He shall recognize crime as an offense against the State and, wherever feasible, initiate prosecution.

8. He shall study and apply sound investigative techniques and improve his effectiveness by attention to:

    a. Use of records and reports.
    b. Conduct of interviews.
    c. Cultivation of informants.
    d. Development of perception.
    e. Proper collection, identification, analysis, preservation and presentation of evidence.

9. He shall address himself to the following suggested approach in the investigation of crimes:

    a. Review the criminal complaint or occurrence to determine its nature.
    b. Insure all evidence was properly collected and data obtained.
    c. Insure all information is arranged and correlated.
    d. All problems and issues must be formulated in terms of the elements of proof required to support the charge.
    e. That a likely theory is selected to resolve the problems along lines consistent with the available data.
    f. All theories should be subjected to the tests of probable considerations, further interrogation of suspects and development of additional witnesses.
    g. On the basis of consistency with known facts and a high degree of probability, the best theory is selected and given support.
    h. A detective must not permit his observations and interpretations to be biased

in favor of the theory.

10. He shall keep detailed records of his investigations and promptly execute all other reports required by unit policy.

11. He shall prepare all cases assigned to him in such a way to insure the best possible presentation of the facts to the court.

12. He shall learn the rules of evidence and court procedures and develop skills which will enable him to be an effective witness.

13. He shall communicate information to other police personnel concerning crime, criminals or suspects for proper coordination of police efforts.

14. He shall serve all legal papers assigned to him and execute required returns.

15. He shall constantly be alert to the identity of suspects connected with local crime, when arrested by other agencies and effect their return and prosecution.

16. He shall maintain good relationships with other police agencies, satisfying their requests and improving his sources of aid and information.

17. He shall actively cooperate with prosecutors to prepare cases for trial.

18. He shall provide immediate response to a need for any police service notwithstanding the special nature of his assignment.

19. He shall be sensitive to the conduct of juveniles and the existence of hazards affecting them, participating in the delinquency control effort.

20. He shall exert every effort to satisfy the needs of citizens requesting service, assistance or information and courteously explain any instances where jurisdiction does not lie with the police agency, suggesting procedures to be followed.

21. He shall insure civil treatment and protection of rights for all persons coming into the scope of police authority.

H. DUTIES OF A DETECTIVE (JUVENILE)

1. Shall be accountable to the Investigation Division Sergeant.

2. Ordinarily, his hours of duty shall be established by his sergeant, but he shall be available at times of special need or emergency. He shall respond punctually to all of his assignments.

3. He shall be governed by rules and regulations for patrolmen, insofar as they do not relate to a specific uniformed assignment.

4. He shall handle juvenile cases of this department when available for duty and follow up those handled by other officers when he is unavailable.

5. Assist all police units and all police officers in the investigation of complaints and the solution of problems involving juveniles.

6. Intelligently and thoroughly investigate each case assigned - initiating the investigation by prompt contact with the complaint. They shall keep interested units advised of information developed.

7. Investigate community conditions affecting the health, morals and safety of children.

8. Investigate commercial amusement places and all places where juveniles congregate, to detect and eliminate conditions which foster juvenile delinquency.

9. Be responsible for fostering proper juvenile behavior among the youth in the township, the arrest of errant juveniles and disposing of those cases on the local level within the scope of his authority and referring others to the proper agency.

10. He shall work closely, cultivate understanding and deal effectively with professional people in education, recreation, social work and government juvenile agencies on both the county and state levels.

11. He shall submit the necessary reports as soon as possible after an investigation has been assigned to him and as to the progress of the case as it continues, and shall submit the proper forms and reports for Juvenile Court.

12. He shall have charge of the juvenile files of this department, their security and upkeep, and will keep a complete history data on all juvenile cases requiring this department's attention.

13. Work with detective unit personnel or investigations of offenses in which a juvenile is the victim of, or the perpetrator of a crime.

14. Investigate all cases of physical and/or sexual abuse and parent/guardian negligence.

15. Conduct conferences to assist parents/guardians in finding social agencies best suited to handle their specific problems.

16. He shall make periodic visits to all schools within the township, promoting safety and other programs.

17. He shall investigate all violations of the law occurring on school property.

18. He shall perform public relations and crime prevention duties as assigned.

19. He shall perform other routine and normal police duties whenever directed by his sergeant.

20. He shall provide a monthly and yearly report of the activities of the Juvenile Unit.

I. DUTIES OF A PATROL OFFICER

1. He shall be responsible for the efficient performance of his duties in conformity with the policies and procedures of the Department.

2. He shall exercise authority consistent with obligations imposed by his oath of office and be accountable to his superior officers, promptly obeying all legitimate orders.

3. He shall maintain harmonious relationships with his associates by courteous and considerate demeanor, guarding himself against envy, jealously, or other unfriendly feeling and refraining from all unfriendly communications to their discredit.

4. He shall coordinate his efforts with those of other members of the department so that their teamwork may insure continuity of purpose and maximum achievement of service program objectives.

5. He shall communicate to his superiors and to his co-workers all information he may obtain which is pertinent to the achievement of service problem objectives.

6. Ordinarily, his hours of duty will be established by his superiors, but he shall be subject to recall at any time in case of special needs or emergencies. He shall respond punctually to all of his assignments.

7. He shall conduct himself in accordance with high ethical standards, both on and off duty.

8. He shall by study and research, become familiar with advanced techniques and ideas designed to improve police performance.

9. He shall assist in the department's program for:

   a. Improving efficiency and cooperation in areas of common responsibility.
   b. Advancing the public relations program for promoting public confidence and support.
   c. Proper and economical use of department property and equipment.

10. He shall acquire and record information concerning events that have taken place since his last briefing and be attentive to instructions.

11. He shall report for duty at specified times, physically fit, neatly and properly groomed, and with prescribed equipment.

12. He shall, unless otherwise ordered, report to his supervisor for inspection, instruction and dismissal at the conclusion of his tour of duty.

13. He shall devote the maximum possible time to the performance of his basic duties.

14. He shall maintain his arms and equipment in the functional, presentable condition, promptly correcting and reporting defects to his supervisor.

15. He shall make all reports in conformity with the procedure for their accurate and complete preparation.

16. He shall exert every effort to satisfy the needs of citizens requesting service, assistance and information, and courteously explain any instance where jurisdiction does not lie with the Police Agency, suggesting procedures to be followed.

17. He shall be sensitive to the conduct of juveniles and the existence of hazards affecting them, participating in the delinquency control effort.

18. He shall insure the civil treatment and the observance of rights of all persons coming into the scope of his authority.

19. He shall be accountable for the securing, receipting, and proper transporting all of evidence and property coming into his custody.

20. He shall be alert to group tensions of all kinds, notifying his superiors, preventing disorder.

21. He shall be alert to the conditions tending to cause crime, take preventive action and notify his superiors. He shall inform the public of conditions they can correct to prevent crime.

22. He shall provide prompt and adequate assistance to all sick, injured or destitute persons.

23. He shall familiarize himself with department policy and procedure relative to:

    a. Prevention and suppression of crime.
    b. Protection of life and property.
    c. Apprehension and prosecution of offenders.
    d. Preservation of the peace.
    e. Enforcement of regulatory measures.

24. He shall supervise all public places within his area of responsibility and enforce the laws, ordinances, and regulations concerning their operation.

25. He shall, before beginning his tour of duty, inspect the vehicle assigned to his use and report any damage or deficiency.

26. He shall, during his tour of duty, use the vehicle assigned to him in the most safe and economical manner, avoiding hazardous or careless operation.

27. He shall promptly report on prescribed forms all accidents involving the vehicle assigned to his use.

28. He shall receive and serve warrants, subpoenas, etc., and provide information to enable subsequent service if unable to serve.

29. He shall be diligent in his efforts to discover and suppress illicit traffic in liquor, gambling, narcotics and prostitution, reporting such activity to his superiors when discovered.

30. He shall enforce traffic laws and ordinances and relieve conditions interfering with the safe and expeditious movement of vehicles and pedestrians.

31. He shall be alert to the need for improvement in traffic control and report defective traffic signs, signals and devices.

32. He shall, when directing the movement of vehicular traffic, take a conspicuous and safe position, making his signals clear and positive.

33. He shall selectively check business places after their normal working hours and selectively check buildings reported unoccupied to see if any evidence of tampering or entry is found, and if so, he shall immediately summon aid to search the premises and apprehend the trespassers.

34. He shall examine any person whom he reasonably believes to be engaged in unlawful activity, request the reason for his presence and record his identity. If he received unsatisfactory answers, is refused an answer, or is met with resistance not warranted by the inquiry, he shall make an arrest, provided there be a legal basis therefor.

35. He shall note and record the license numbers and descriptions of vehicles seen under questionable circumstances and make an investigation.

36. He shall familiarize himself with his area of assignment and conduct a diligent patrol, accentuating prevention rather than arrest, by giving particular attention to locations most susceptible to the occurrence of crime.

37. He shall familiarize himself with location of police, fire and public communications facilities in his area of assignment.

38. He shall confine his patrol efforts to his area of assignment. If required to leave for any reason, he shall notify his supervisor at the time he leaves or if this is impractical, as soon as possible.

39. He shall notify the station of any prolonged interruption to patrol activity.

40. He shall, upon discovery of crime, move promptly to apprehend the offender, either through individual effort or by full utilization of department resources. When pursuit or apprehension is not feasible, he shall make a thorough investigation and speedily relay information to other units or agencies to enlist their aid.

41. He shall conduct a thorough investigation of all offenses within his area of assignment and scope of activity. He shall collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.

42. He shall make every effort to detect crime, cope with traffic conditions or prevent repetition of disorder by appropriate action within his area of assignment.

43. He shall be alert to the township's responsibilities to keep public highways, streets, avenues, alleys, sidewalks, public grounds, bridges viaducts open, in repair, and free from nuisance.

44. He shall inspect activities where permits or licenses are required and shall take appropriate action in all instances where necessary authority has not been procured.

45. He shall report promptly street lights not working and defective fixtures.

46. He shall note conditions which adversely affect the appearance, safety and health of the community enforcing applicable laws, ordinances and regulations and/or making referrals to agencies having primary responsibility.

47. He shall, when detailed at the location of any assemblage of people, be alert to prevent disorder, damage to property or injury to persons. He shall assist in establishing and maintaining limits, when dealing with a gathering of persons. He shall direct his attention to the control of the assemblage and shall prevent interference with the functions of official agencies or the progression of the event which provided the attraction.

48. He shall assist in the movement of vehicles operating under emergency circumstances.

49. He shall provide an immediate response to any need for police service notwithstanding the special nature of his assignment.

J. DUTIES OF A PROBATIONARY PATROLMAN

1. All personnel employed by the Township of West Norriton as a member of the Police Department, shall be considered Probationary Patrolmen, until they have served as such for one year, shall have successfully completed the prescribed in-service training course, achieved a satisfactory personal conduct and performance of duties rating. At the end of the probationary period, the Township will determine whether the officer's conduct and fitness warrants promotion to the position of Patrolman. If the probationary officer's fitness or performance was unsatisfactory, the probationary officer will be notified in writing that he will not receive a permanent appointment. If the probationary officer's fitness and performance was satisfactory, the Township shall notify the officer in writing that the officer has been appointed as a full-time patrolman.

2. The Township may terminate a probationary officer's employment prior to the expiration of the probationary period if it determined that the probationary officer is physically or mentally unfit to perform the full duties of the position applied for, or if the probationary officer is a habitual substance abuser, or if the probationary officer is guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, if the probationary officer has been dismissed from public service for delinquency or misconduct in office, or if the probationary officer is affiliated with any group whose polices or activities are subversive to the forms of Government set forth in the Constitutions and laws of the United States and the Commonwealth of Pennsylvania.

3. He shall be responsible for the efficient performance of his duties in conformity with policies of the department and the direction of the officer in charge of his training.

4. He shall attend classes of instruction in modern police practices, procedures and department rules and regulations. He shall apply himself diligently to acquire a thorough understanding of these subjects.

5. He shall familiarize himself with all instructions and regulations governing the duties, responsibilities, conduct and demeanor of a Patrolman.

6. He shall be punctual, obedient, honest, truthful, sober, courteous, industrious and shall maintain physical fitness.

7. During the training period, he shall wear such uniform as may be prescribed by the officer in charge of his training.

8. He shall at all times maintain a well groomed appearance, and shall maintain his clothing and equipment in a proper state of cleanliness and repair.

9. He shall not absent himself from any training session except for good cause, and then only with express permission from a member of the training unit at a reasonable time before class convenes.

10. He shall exercise care in the use of police premises, property and equipment.

11. He may rotate on field training assignments, to give him a thorough background and knowledge of police profession. These assignments will include:

    a. Patrol, with a policeman of higher grade, in a designated area of the Township, learning to prevent crime and enforce traffic and parking regulations.
    b. Making arrests, gathering evidence and locating witnesses at the scene of a crime or incident, the preparation of same for court testimony if necessary.
    c. Investigating accidents and directing traffic.
    d. Serving in the Control Center, dispatching required mobile equipment and learning all other related duties.

K. DUTIES OF AN OFFICER SENIOR IN RANK

1. When there are more than two officers of equal rank on duty at the same time, the following will prevail as it applies to patrol division and special details. The only exception being when an Investigation Unit member is called and assumes control of an investigation in which case an officer of equal or lesser rank from the Investigation Unit will assume command of the investigation, even if it involves patrol personnel.

2. The platoon sergeant/corporal on the regular work shift will be unchanged.

3. In the event no one of rank from the on-duty platoon is working and, if two others of equal rank are on a shift or special detail, the following will prevail.

    a. Shift supervisor if equal in rank
    b. Seniority in rank
    c. Seniority by years of service with department

4. The above does not preclude command personnel from placing an officer of their choice in charge for a specific shift or detail as they deem to be in the best interest of the department.

L. DUTIES ASSIGNED TO THE TRAFFIC SAFETY UNIT

1. This unit was formed for the purpose of coordinating all matters dealing with vehicular traffic and its subsequent impact upon the township. The Traffic Safety Unit (TSU) is directed by a patrol supervisor.

2. Duties are to establish and maintain a record system on matters relating to traffic safety. There are four major functions performed by the TSU which are as follows:

    a. Accident Investigation
    b. Abandoned Vehicles

c. Traffic Surveys
d. Speed Enforcement

3. Accident Investigations - The TSU will be assigned the responsibility of handling all of the following:

   a. Any fatal accident involving a motor vehicle, motorcycle, bicycle or a pedestrian. The Investigation Unit shall be consulted if criminal charges of a serious nature are filed or if evidence such as drugs, weapons, contraband, etc. are involved.
   b. Serious accidents which have the potential of becoming fatal, and/or which may require extensive/prolonged inpatient hospitalization.

4. Due to the nature of accidents and accident investigations, it is impossible to list each type of serious accident that a TSU officer should investigate. The following are some examples:

   a. Accidents where there is extensive damage to public or private property.
   b. Accidents where there is damage to any township property/equipment (excluding signs).
   c. Accident investigation requests from outside police departments with approval from supervisor or administrator.

5. Traffic Surveys - The TSU will perform all traffic surveys in accordance with PennDot procedures (Title 67, Chapter 201) as assigned.

6. Abandoned Vehicles - The TSU shall be responsible for the removal of those vehicles from township streets which meet departmental guidelines for abandoned vehicles:

   a. On an "as reported" basis.
   b. Twice a year prior to street sweeping by the highway department (April 1) and leaf collection (October 10).

7. Speed Enforcement - The TSU shall enforce the speed limit laws in areas that:

   a. Have a high accident rate.
   b. Have characteristics that permit excessive speeding.
   c. Have school zones.

8. Responsibilities

   a. **Supervisor** will maintain overall authority over the scene, however, the TSU officer assigned, will be responsible for the completion of the accidents and may request, through the sergeant, needed items or manpower to complete

his task. Example - assistance in gathering evidence, taking measurements, photos, and to call out fire police, highway crew, etc.

b. The sergeant may, upon receiving the request, deny all or part of the request, when he deems it to be:

   i. Not needed to complete the task.
   ii. Able to be done as time permits.
   iii. Conflicting with higher priority needs or assignments.

c. **Officers**, once assigned will:

   i. Assume limited authority to properly complete the investigation.
   ii. Clear all requests through the patrol sergeant.
   iii. Be responsible for making all arrests and issuing all citations as required, when assuming investigation is already started by non-unit officers.

9. TSU officers may, during investigations, request through the sergeant that the TSU officer of the shift coming on follow-up in order to obtain information for him. The original unit officer will maintain control of the investigation.

10. Call Out Procedure

   a. In-house investigation call out should follow investigation call out policy. The first 4 hours of the shift, call the previous shift TSU officer; the last 4 hours of the shift, call out the on-coming shift TSU officer. All other accidents will be handled by patrol unit officers on shift and, if necessary, the on-coming TSU officer can perform follow-up investigation.
   b. TSU, when assisting outside police agencies must request assistance through Communications Room for record keeping purpose. Request is forwarded to Chief or his designee for approval. If granted, the shift supervisor can send immediately, the on-duty TSU officer.
   c. In the event there is no on-duty officer, the shift supervisor (after approval is granted) may call an off-duty TSU officer to respond.
   d. The responding TSU officer will report to the outside agency for a period up to 4 hours. If additional time is needed, the TSU officer will request of Chief or designee additional time.
   e. TSU officers will file a detailed report of involvement in the outside investigation, stating all pertinent information. A copy will be forwarded to the host agency, after approved.
   f. Only outside agencies assisting WNPD that have the ability and training to conduct TSU investigations/reconstruction will be called.
   g. All requests will be made by TSU officer through Communications Center (for record keeping) to the closest qualified agency first.
   h. In the event the closest agency is unavailable, the County Radio Room may be called to dispatch the nearest available accident reconstructionist.

i. In the event all department TSU officers are unavailable, then the shift supervisor may call LPPD for assistance of an accident reconstructionist.
j. Any cost factor for man hours will be born by the individual department.
k. Costs for material used or damaged will be born by the requesting agency. Cost not to exceed $300 at any one time.

11. Photographs - It will be the responsibility of each assigned TSU officer to photograph those accidents that meet assignment policy and traffic study. Records should be maintained to include:

    a. Date/time taken.
    b. Photographer's name.
    c. What photos illustrate.

M. OFFICERS ASSIGNED TO THE CENTRAL MONTGOMERY COUNTY SPEACIAL WEAPONS & TACTICAL TEAM

1. The members shall have at least two years as an officer of the West Norriton Twp. Police Department. All members shall be volunteers, and shall conform to all regulations as outlined in the CMCSWAT Standard Operating Procedures Manual.

N. ADMINISTRATIVE SECRETARY

1. Assigned to the police department and is under the supervision of the Chief of Police.

2. Meets all the criteria outlined in the General Duties section listed above.

3. Supervises all civilian office personnel.

4. Performs all confidential matters as directed by the Chief of Police.

5. Maintains schedules/appointments and prepares and answers correspondence for the Chief of Police.

6. Responsible for all funds collected by business office and their proper distribution.

7. Types and maintains all purchase orders authorized by the Chief of Police.

8. Orders all office supplies for the department.

9. Type and maintain current files of all Policies and Procedures; administrative orders; memos and special orders as directed by the Chief of Police.

10. Acts as the Police Matron when a female prisoner is confined at the police station and until secured at proper confinement for female prisoners.

11. Process criminal case folders for approval and forward copies to District Attorney's staff.

12. Make and maintain back-up tapes on the Alert program and stores in a secure place. Restores data from back-up tape, if needed.

13. Operates computer and related equipment.

14. Maintains computer room in a manner that will insure the safe and efficient operation of the computer and related equipment.

15. Performs data file searches using the Kwery (query) section of the Alert Program to retrieve accumulated statistics and supports department operations, as needed.

16. Assists other computer operators within township, when needed.

17. Be discrete, diplomatic, but firm. Confidentiality is of utmost importance in this position.

O. OFFICE CLERK

1. Assigned to the police department and is under the supervision of the Administrative Secretary.

2. Meet all the criteria as outlined in the General Duties section listed above.

3. Process incoming mail to include routing correspondence to the appropriate unit or individual.

4. Process requests for police reports, furnishing requested documents and collecting monies charged for such reports after obtaining release approval.

5. Copying of all reports, case files and all forms relating to police department.

6. Filing all original reports in main office.

7. Responsible for maintaining all original records pertaining to the police department.

8. Perform normal clerical work by typing and maintaining accurate and adequate police records and files.

9. Prepare monthly statistical reports on the prescribed forms.

10. Perform all other duties assigned by the Chief of Police.

11. Clerk is not authorized, without approval to release information to the news media.

P. DATA ENTRY CLERK

1. Assigned to the police department and is under the supervision of the Administrative Secretary.

2. Meets all the criteria outlined in the General Duties section.

3. Operates computer and related equipment.

4. Advises supervisor of needed repairs, maintenance and supplies.

5. Process criminal case folders for approval and forward copies to District Attorney staff.

6. Monitor calendar of court appearances for all department personnel. Insure that all personnel are properly notified and that all police reports needed for court are available.

7. Provides computer print-outs of specified reports on a regular basis. Maintain a schedule of reports to balance demands for use of the system printers. Prepare special computer generated reports as needed.

8. Maintains computer room in a manner that will insure the safe and efficient operation of the computer and related equipment.

9. Performs data file searches using the Kwery (query) section of the Alert Program to retrieve accumulated statistics and supports department operations, as needed.

10. Assists other computer operators within township, when needed.

11. Uses discretion when handling material of a confidential nature. Will not disseminate information from computer without clearance from a supervisor.

Q. CLERK/DISPATCHER

1. Under the supervision of and will perform all duties assigned by Administrative Secretary.

2. Handles confidential materials within established policies.

3. Responsible for monitoring police radio systems and dealing with police and township radio communications, as necessary.

4. Immediately responds to incoming telephone calls from the general public, learns the nature of such calls, re-routes and otherwise disposes of those that do not require police action.

5. Obtains pertinent information on calls that require police or township attention.

6. Notifies various department heads or designated representative of the details of calls if the matter is one that should be brought to their attention.

7. Processes walk-in and telephone complaints (which do not require police attention) in a prompt and courteous manner.

8. Exercises prompt and courteous service and extends maximum consideration, understanding and cooperation to both the public and employees of the department.

9. Recognizes that in many instances, he/she will be the first, and in some cases, the only police contact for many citizens and that good or bad impressions thus made will influence the attitude of the citizen towards the police.

10. Does not permit unauthorized persons to enter, or authorized persons to loiter in the communications area.

11. Does not dispatch officers outside the municipal limits, except as authorized by police administration.

12. Must have the following:

    a. Knowledge of business English, spelling arithmetic and office management practices and procedures.
    b. Basic knowledge of computer operation and care.
    c. Ability to type quickly and accurately.
    d. Knowledge of police record keeping procedures.
    e. Knowledge of police practices and procedures.
    f. Knowledge of municipal government processes.
    g. Ability to interact with the public pleasantly and effectively.

R. SCHOOL CROSSING GUARD

1. Protect and assist school children while they are crossing the assigned intersection.

2. Control the conduct of children at the assigned crossing.

3. Train children to cross the intersection safely.

4. Report to and leave assigned crossing at the prescribed times.

5. Notify the department two hours in advance of absence, if for any reason you are unable to cover crossing.

6. Wear only the authorized uniform. Carry prescribed equipment. Refrain from smoking while on duty and in view of the general public.

7. Give information assistance to the public and is courteous at all times.

8. Inform immediate supervisor of any crime activity observed, reported or suspected, within vicinity of assignment.

9. Summon police assistance when necessary.

10. Follow all other rules and regulations as assigned.

S. COORDINATOR DUTIES

1. Coordinate all activities between schools, the department and the guards.

2. See that the guards follow all rules and regulations assigned.

3. Submit semi-monthly reports, containing the hours worked, report offs, and all activities and problems associated with the guards and their posts.

4. Perform all other duties as assigned.

T. ANIMAL CONTROL OFFICER

1. Perform all duties as stated in the West Norriton Revised General Ordinances.

2. Supply the police department with a phone number where you may be contacted when needed, on a 24 hours basis.

3. Make arrangements to have someone available when the occasion may arise that the official dog catcher is unable to perform his duties.

4. To keep a detailed report of all activities and to produce these reports when requested by the Chief of Police.

5. To submit monthly reports to the police department, outlining all activities performed for the previous month. This report is to be submitted at least two days prior to the date established for the regular monthly Commissioner's meeting.

6. Apprehend dogs running at large in violation of the law; take the dogs to the Township pound and take unredeemed dogs to the appropriate facility.

7. Inform the owner of any dog, that has bitten a person, of the regulations of the Board of Health concerning dog quarantine.

8. Issue non-traffic citations for violations of Township ordinances involving animals.

9. Follow all other department rules and regulations as assigned by the Chief of Police.

U. FIRE POLICE UNIT

1. Direct traffic at fire scenes and other non-fire activities, when requested by the Chief of Police or his designee.

2. Serve for the duration of an emergency/activity or until relieved by police authority.

3. Display a badge of authority and wear prescribed uniforms while on duty.