

BELLEFONTE POLICE DEPARTMENT

POSITION DESCRIPTION

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| POSITION TITLE: | Police Officer |
| DEPARTMENT: | Police |
| REPORTS TO: | Chief of Police |
| CLASSIFICATION: | Full-Time |

The position of Police Officer requires performing a wide variety of police functions within the Bellefonte Borough including both foot and mobile patrols to enforce the Vehicle Code, the Crime Code, and Borough Ordinances. Other functions include being proficient in misdemeanor and felony investigations, as well as making misdemeanor and felony arrests. The position provides necessary protection to the public; and assists within limitations at various assigned private, public, or other related or assigned duties.

The Police Officer follows the chain of command and is under the direct supervision of the Chief of Police.

Duties

- Work on assigned shifts to patrol (on foot or by automobile) regular areas of the Borough, being alert to any unusual situations.
- Patrol specific beat, either by foot or in a patrol car; try doors and windows of business and residence properties when unoccupied and secure these properties.
- Investigate disturbances and suspicious activities.
- Respond to 9-1-1 dispatches, such as robberies and EMS assists; handle complaints.
- Direct traffic; apprehend drivers who break traffic rules and regulations.
- Make arrests for violations of Federal and State Laws and Borough Ordinances; have custody of prisoners; make reports; give evidence in court.
- Interview persons regarding specific crimes and incidents; apprehend those responsible and make arrests in accordance with standard police practice.
- Maintain order at parades, sports events, fires, and other public gatherings.
- Assist in traffic control at funerals or other private and public functions.
- Assist in emergencies such as fires, accidents, or National disasters; work with outside agencies and others during emergencies.
- Assist school children going to and from school; regulate traffic at certain school crossings.
- Answer questions asked by the public and give directions.
- Check parking meters.
- Attend various police training schools and seminars on a variety of subjects as directed.

- Receive instructions from the Chief of Police or others concerning new rulings or laws, techniques, methods of enforcement, safety, prevention, and other related police work.
- Perform additional services required.

Required Knowledge, Skills, and Abilities

- Ability to treat the public with courtesy and firmness; substantial knowledge of applicable laws and ordinances.
- Ability to handle firearms and other police equipment.
- Ability to establish and maintain effective working relationships with other Borough Officials, and the public, and to work closely with the community.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to complete a field training program set by the department.

Minimum Acceptable Education, Training and Experience

Education is equivalent to high school plus special police and related training courses. A one-year probationary period is required.

Required Physical and Medical Standards

Ability to meet approved minimum medical and physical standards.

Licenses, Registrations, and/or Certifications

Possession of a valid motor vehicle operator's license as issued by the Commonwealth of Pennsylvania during tenure of employment.