

Section

POSITION DESCRIPTION

POLICE OFFICER

GENERAL DEFINITION

This position involves general duty police work of protecting life and property, enforcing criminal and traffic laws and local ordinances. The employee's patrol or direct traffic at assigned posts. Police Officers must be responsible for recognizing the importance of police functions, for tactful courteous treatment of the public, and for conscientious and efficient performance of duties without immediate supervision.

ESSENTIAL JOB FUNCTIONS

To perform any and all duties assigned by the Chief of Police or superior ranking officer.

To arrest all violators of Criminal, Traffic, Township Ordinances or Laws.

To complete all required reports timely.

To wear the uniform properly.

To report to work regularly and on time.

To adhere to all provisions of the Kingston Township Police Department Policy Manual, Section 1.4.1, relating to Responsibilities of Police Officers and Chain of Command.

MINIMAL ACCEPTABLE TRAINING and EXPERIENCE

College education preferred. Minimum High School graduation. Act 120 Certification. Must pass Civil Service requirements set at a minimum a written test, physical agility and oral boards for a uniformed police officer plus physical, psychological and any training other required by law.

This job description includes, but is not limited to, the position's essential functions, Management retains the discretion to add or change the duties of the position at any time.