



# Borough of Red Bank

90 Monmouth Street  
Red Bank, NJ 07701

## JOB SPECIFICATION

<b>Title</b>	Special Law Enforcement Officer II
<b>Department</b>	Police
<b>Type</b>	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<b>FLSA Status</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Bargaining Unit</b>	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> C.W.A. <input type="checkbox"/> P.B.A.
<b>Reports to</b>	Chief of Police
<b>Supervisory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Probation Period</b>	90 days

### Summary/Definition

During an assigned shift, on foot, bicycle, automobile, or other means of transportation, patrols a designated area to provide assistance and protection for persons, to safeguard property, to assure observance of the law, and to apprehend offenders; does related work as required.

### Duties/Responsibilities

#### **Preparation for Work**

- Reports to his/her immediate supervisor, to obtain information and assignments given orally, and reads briefing sheets and bulletins and/or logs of previous shifts, in order to establish presence, receive assignments, and to maintain continuity of service or action.
- Gathers together necessary equipment such as weapons, flashlight, and summons books, etc., in order to be prepared for duty.
- Inspects and maintains patrol car by visually checking and/or operating all equipment, by arranging for washing, waxing, and mechanical service, and by taking patrol car to service location in order to insure that vehicle is ready for patrol.
- Inventories and maintains equipment carried in patrol car such as first aid kit, oxygen supply, blanket, flares, etc., by utilizing an equipment check list, and by replacing missing or damaged items in order to assure readiness for patrol.

- Maintains issued uniform and weapons, by arranging for cleaning and reassembling firearms in order to assure their proper appearance and serviceability.

## **DISORDERLY SUBJECTS AND DOMESTIC DISPUTES**

- Separates parties involved in a physical or verbal altercation by physically intervening or escorting one party out of reach of the other, in order to prevent injury to any of the parties involved.
- Attempts to calm parties involved in an altercation by asking each party to tell or discuss his or her side, in order to gain control of the situation.
- Discusses possible solutions with parties involved in a dispute by referring parties to appropriate services and explaining legal recourse, in order to fully resolve the dispute or prevent its recurrence.
- Arrests one or more parties in a physical altercation, by using standard procedures, in order to restore peace if necessary.

## **GENERAL PATROL**

- Patrols throughout assigned area either on foot, bicycle or in patrol car, looking for anything unusual in order to increase patrol visibility and prevent crime, or to discover crime in progress.
- Maintains radio communications with headquarters by operating portable or patrol car radio in order to facilitate patrol activities.
- Assesses situations by utilizing information received from the dispatcher and by visually and orally inspecting premises and surrounding environment in order to make decisions concerning choice of actions and equipment.
- Issues summonses for various violations of municipal ordinances and state laws by completing the appropriate summons and delivering a copy to the accused, in order to enforce the law.
- Facilitates the remediation of miscellaneous hazardous conditions (e.g., road obstructions, malfunctioning signals, etc.) by direct action or by notifying appropriate agencies, in order to restore safe conditions in the assigned sector.
- Maintains surveillance of persons suspected of unlawful activity and notifies supervisor, or detectives of important information, in order to facilitate the investigative procedure.

- Reports, or receives description(s) of suspect(s) at large by radio transmission in response to, or back-up for, criminal actions, in order to aid, or to enlist aid of fellow officers in the apprehension of suspects/perpetrators.
- Following legal guidelines, stops suspicious people, identifies them, and conducts an investigation in order to detect or prevent a criminal action.
- Attempts to disarm persons threatening others with a weapon by using calming conversation and force where appropriate, in order to neutralize a dangerous situation.
- Secures the scene of a crime, or emergency by blocking off the area with barricades, ropes, etc., and by standing guard in order to prevent damage, loss, or injury.

## **CALLS FOR SERVICE**

- Promotes good will by conversing casually with people, answering questions, referring citizens to other services, and learning of situations requiring police action in order to gain the confidence and support of community members.
- Controls crowd at emergency scene, following established procedures, in order to insure that emergency services can be performed quickly and safely.
- Assists in evacuation of buildings, or areas by orally ordering people to leave or by physically escorting them from the area in order to remove them from danger.
- Examines ill or injured persons, and administers the appropriate first aid treatment in order to prevent further injury or loss of life.
- Gives assistance to operators of disabled vehicles by obtaining necessary repair or towing service, or by transporting driver and occupants to a place where shelter, or assistance can be obtained in order to alleviate a potentially dangerous situation.
- Returns lost children by interviewing passers-by, and responsible persons in the area where children were discovered in order to restore the children to the custody of their parents or guardians.
- Transports or escorts intoxicated persons home or to the hospital in order to assure their safety.
- Blocks suicide attempts by talking to persons threatening and/or attempting suicide, physically intervening where necessary and assisting them in obtaining crisis intervention.

- Assists citizens in gaining entry to their vehicles or home when a lockout has occurred, using improvised means in order to provide a necessary service or contacting a professional service when necessary.

## **TRAFFIC CONTROL AND ENFORCEMENT OF TRAFFIC LAWS**

- Directs, or re-routes vehicle and pedestrian traffic at emergency scenes at high volume traffic locations, and at school crossings, using hand signals, flares, and/or barricades, in order to insure the safety of pedestrians and the smooth flow of traffic.
- Drives patrol car in an unspecified pattern in order to increase police visibility and to discourage traffic violations and other such occurrences.
- Operates radar equipment in patrol unit in order to apprehend speeding law violators.
- Pursues detected traffic violators by using patrol vehicle and equipment as required in order to apprehend violators.
- Reports action after stopping traffic violator to the dispatcher, using the radio in order to communicate the location, request back-up (if required), and to request motor vehicle and warrant check.
- Interviews motor vehicle operators and visually inspects operator's license, vehicle registration, and proof of insurance card, in order to obtain information and evidence to prosecute violations of motor vehicle code.
- Evaluates statements, facts, and evidence to determine if a traffic summons should be issued as a result of an operator's actions.
- Warns motor vehicle operators of observed traffic violations by orally informing them of their actions and explaining related provisions of the motor vehicle code, in order to discourage future violations.
- Issues traffic summons to observed traffic violators by completing the required information on the summons, giving the violator his/her copy, and explaining the violation, in order to enforce traffic regulations.
- Observes behavior and administers appropriate test(s) to suspected violators in order to determine whether they are under the influence of drugs, narcotics, or alcohol.

## MOTOR VEHICLE COLLISIONS

- Summons ambulance, wrecker, or other emergency equipment needed at a crash scene in order to provide the necessary services as quickly as possible.
- Protects crash scene from disturbance by appropriately positioning police car and by lighting and placing flares at strategic locations in order to divert traffic and to prevent further destruction, or removal of evidence.
- Removes (or assists in removing) injured parties from vehicles by manually lifting them.
- Transports motor vehicle crash victims to the hospital when no other emergency vehicle is available in order to minimize time lost in receiving necessary medical treatment.
- Identifies, protects, and documents any short-lived evidence found at the crash scene, using approved departmental procedures in order to prevent evidence from being overlooked or destroyed.
- Inspects and/or operates devices (lights, brakes, steering, tires, etc.), of vehicles involved in crashes to determine if their operating condition contributed to the cause of the accident.
- At the scene of a motor vehicle crash, interviews operators, occupants, and witnesses, using simple interviewing techniques and writing notes of important information in order to help determine how, when, and why the crash occurred.
- Explains procedures that motor vehicle operators should follow to obtain crash reports.
- Evaluates statements, facts, and evidence gathered at a motor vehicle crash scene in order to determine if a summons should be issued.
- Measures the distance from the vehicles and markings made by the vehicles to fixed points (mile post markers, nearest intersection, utility pole, etc.), using a tape measure, or measuring wheel in order to determine the exact location, and possible cause of the crash when appropriate.
- Sketches a rough diagram of the crash scene, showing movement of vehicles and pedestrians before and after impact and location of physical evidence in order to record this information for future investigation.
- Completes crash report forms by printing or typing data gained from the investigation (including a short narrative and a diagram of the scene) in order to officially record the results of the investigation and to provide information to all parties involved.

- Transports or facilitates transport of blood or urine samples of motor vehicle operators to police labs in cases of impaired driver crashes in order to obtain evidence as to whether the operator was driving under the influence of drugs or narcotics.

## **INVESTIGATIONS**

- Locates and interrogates available witnesses after an incident by talking with people in the area in order to obtain information for further investigation.
- Make notes of activities and facts of initial investigations in order to record information for future reference.
- Collects and labels evidence taken from the crime scene, using approved departmental procedures, in order to preserve evidence.
- Relates suspicious activities and other important information to supervisors and/or detectives by direct or written communication in order to facilitate the investigative process.
- Takes photographs, or directs a photographer to take specific pictures at a crime scene in order to establish visual evidence.
- Searches property involved in criminal incidents by visual inspection and by disassembling property items when necessary in order to discover dangerous objects, missing items, or other evidence.
- Attempts to locate owners of damaged property by utilizing existing records and/or questioning area residents in order to inform the owner of the damage and to obtain information.
- Prepares property report on items to be used as evidence in order to document its existence, characteristics, and availability.
- Prepares investigative reports, or supplements for each phase of an investigation in order to provide an official running record of the investigation.
- Completes request for examination of evidence forms, including a narrative description of the crime and a checklist of evidence in order to insure a thorough analysis of the evidence.

## **ARRESTS**

- Apprehends and subdues suspects by chasing them on foot, or in patrol car and by using physical force and applying handcuffs, if necessary, in order to take suspect into custody and to prevent injury to the officer or others.

- Searches the body and clothing of suspects for possible weapons and contraband, using visual and physical means in order to insure the safety of the officer and others.
- Transports arrested persons to headquarters, or detention facility, using handcuffs and other security measures necessary in order to book them according to proper procedures.
- Advises parents of juvenile offenders in custody of procedures relative to the case in order to insure that parents understand their responsibilities.
- Refers juvenile cases to the Juvenile Officer by submitting known details in order to have the case handled by appropriately trained personnel.
- Reads "Constitutional Rights" to suspect and obtains signature from suspect on the written statement of the rights when appropriate.
- Identifies suspect by inspecting his driver's license or similar document(s) in order to assist in determining if suspect has a prior arrest on record.
- Fingerprints and/or photographs violators or suspects in order to process a standard arrest.
- Operates a video recorder on persons arrested for impaired driving offenses to use as evidence.
- Completes reports necessary to substantiate an arrest by printing, or typing all required information (including a narrative description) in order to document an arrest.
- Contacts appropriate court authority in order to have complaints properly issued.
- Transports arrested persons to appropriate holding facility or jail.

## **COURT TESTIMONY: PREPARATION AND APPEARANCE**

- Prepares to testify in court by collecting documents, reports and other evidence related to the case, reading all reports and notes, in order to insure accuracy and effectiveness of testimony.
- Notifies and/or subpoenas witnesses and victims of crime before scheduled court hearings to insure their availability to testify.
- Testifies in court by presenting facts and/or evidence related to the case and by answering attorney's and judge's questions in order to help insure the proper disposition of the case.

## **SUPPORTIVE DUTIES**

- Process incoming calls by listening to caller and identifying important information, determining what action to take (i.e., dispatching a patrol car to investigate, or referring caller to another agency) and initiating this action in order to insure an appropriate response.
- Dispatches patrol cars via radio by selecting and contacting available units and by transmitting the location and nature of the incident to the selected cars in order to respond to incoming calls, or to provide support for primary units.
- Maintains log of all incoming calls and radio transmissions by recording information in computer aided dispatch system in order to provide documentation of activities.
- Operates computer terminal by entering or reading information on screen in order to transmit, or to receive data from N.C.I.C, CJIS, AOCTELE or other central information source.
- Guards prisoners and arrested persons by appropriately positioning self in relation to prisoners, and by using handcuffs when necessary in order to prevent escape and to protect the prisoners from harm.
- Makes a check of jailed prisoners by touring the facility at regular time intervals, and by making a notation on each cell sheet in order to account for the presence and safety of all prisoners.

## **Requirements**

### **Education**

- Graduation from high school or vocational high school or possession of an approved high school equivalent certificate.

### **Licenses**

- Appointees will be required to possess a driver's license valid in New Jersey.

### **Certifications**

- SLEO II PTC certification is required.

### **Knowledge/Skills/Abilities**

- Knowledge of rules and regulations of the department.
- Knowledge of public agencies and facilities.

- Knowledge and awareness of national and local events.
- Knowledge of methods of handling crowd situations.
- Knowledge of basic first aid.
- Knowledge of traffic laws and ordinances.
- Knowledge of and willingness to take proper action in preventing potential accidents from occurring.
- Knowledge of investigative procedures.
- Knowledge of officer's role in dealing with emergencies.
- Knowledge of current laws, procedures, and trends governing search and seizure activities.
- Knowledge of proper procedure for obtaining a warrant.
- Knowledge of laws affecting arrest procedures.
- Knowledge of amount of force required to make arrests.
- Knowledge of the criminal justice system.
- Knowledge of the elements of state laws.
- Knowledge of and ability to effectively use services and equipment available.
- Knowledge of procedures to follow in dealing with an emergency.
- Ability to communicate ideas with spoken words.
- Ability to write clear and concise reports, descriptions, and instructions.
- Ability to find general concepts or rules which explain how a given series of individual items are related to each other; it involves the ability to logically proceed from individual cases to general principles.
- Ability to apply a broad, general idea, or principle effectively, to a particular problem or case.
- Ability to follow rules and procedures.
- Ability to gather, organize, and utilize information.
- Ability to find practical ways of dealing with problems.
- Ability to read with reasonable speed and understanding so as to absorb written information.

- Ability to work quickly and accurately in situations where there is pressure or emotional strain.
- Ability to maintain composure and professionalism during stressful situations.
- Ability to work as a member of a group.
- Ability to take charge when working or dealing with others.
- Ability to deal with people politely and helpfully beyond the giving and receiving of instructions.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

## **Physical Requirements**

- Ability to maintain a high level of muscular exertion for some minimum period of time. This involves the degree of muscular force exerted against a fairly immovable or heavy object in order to lift, push, or pull that object.
- Ability to make repeated trunk and/or arm leg bending or stretching movements where speed as well as degree counts; it includes the ability of these muscles to recover from the strain and distortion of repeated flexing.
- The ability involves the capacity to maintain physical activity over prolonged periods of time.
- Ability to hold up or move body's own weight repeatedly or at one time without stopping, using the force of arm and trunk muscles.
- Ability to use the trunk, arms, and legs together in movement.
- Ability to make gross, rapid, arm movements.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

*Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

*The Borough of Red Bank is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic*

*information, liability for service in the Armed Forces of the United States or disability.*

Date: 1/22/19