

SOUTH BRUNSWICK TOWNSHIP POLICE DEPARTMENT

Job Description

Assignment: Patrol Bureau
Rank: Patrol Officer
Supervisor: Sergeant

JOB OVERVIEW

Patrols an assigned area within the jurisdiction of the Township; protects life and property, prevents crime, enforces all laws and ordinances, preserves the peace, investigates violations and maintains order. Employees in this class are responsible for the protection of life and property, prevention of crime, apprehension of criminals, and the general enforcement of laws and ordinances. Work is performed in accordance with Department Rules and Regulations and normally consists of routine patrol investigation and traffic regulation duties in an assigned area on an assigned shift, performed in cars or on foot. Work involves an element of personal danger and employees must be able to act without direct supervision and to exercise independent discretion. Job functions are performed in emergency situations. Work assignments and instructions are received from superior officers who review work methods and results through reports, personal inspection, and discussion. Works under the administrative supervision of a Lieutenant and the working supervision of a Sergeant.

DUTIES AND RESPONSIBILITIES

- Patrol an assigned area.
- Respond to emergency calls for service that may include investigating criminal acts, motor vehicle crashes, suspicious persons and/or vehicles, burglar alarms, first aid calls and fire calls.
- Prepares and submits precise reports on investigations, arrests, motor vehicle crashes, and other incidents on appropriate forms.
- Protects property and the rights and privileges of the public by enforcing state, county and municipal laws and ordinances; arrests and processes offenders and escorts subjects to place of incarceration. Interviews witnesses; issues summonses.
- Takes charge and maintains order by directly controlling the scene in any emergency situation.

- Performs foot patrol and pursuit which may involve running, crawling and traversing various terrains.
- Checks business establishments as to their security after closing hours, checks vacant houses and assists motorists and pedestrians in distress.
- Reports conditions needing to be corrected such as street or highway construction, extinguished street or traffic lights or missing signs.
- Serves warrants and subpoenas.
- Provides credible court testimony in all pre-trial hearings and cases remanded to trial.
- Maintains firearms, vehicles, and other assigned equipment in proper condition at all times. Must qualify semi-annually in use of all issued firearms.
- Conduct criminal investigations as assigned in both adult and juvenile investigations, and files reports in accordance with police procedures.
- Appear in county court, including Juvenile Court or Grand Jury, as required.
- May participate in traffic safety educational programs, school safety efforts, and other crime prevention and educational programming.
- Performs other related work as required or assigned by superior officers in conformance with the Standard Operating Procedures of the Department.
- May monitor and enforce the safety violations of commercial vehicles.
- May inspect roadway construction sites to assure compliance with applicable safety regulations.
- Perform traffic safety related studies and analyses.
- Locate missing persons or children.
- Perform the duties of a Station Officer as assigned.

MINIMUM QUALIFICATIONS

- Must be a citizen of the United States on the date of the written examination.
- Must be a resident of the state of New Jersey on the date of appointment.
- Must not be less than eighteen years of age on the date of written examination or more than thirty-five years of age on date of appointment.
- Must possess a minimum of 60 credits from an accredited college at the time of written examination or have four years of active military service in which an honorable discharge was received.
- Must possess a valid New Jersey motor vehicle operator's license on the date of appointment.
- Weight in proportion to height.
- Hearing and vision adequate to perform essential job functions.
- Normal color perception; normal depth perception; normal peripheral vision.
- Free of any defects which could interfere with performance of essential job functions.

- Good physical condition in the opinion of the township physician and good mental health as determined by psychological and/or psychiatric examinations.
- Must be able to read, write, and communicate clearly and articulate the English language in person, on the radio and in report form.
- Applicants must pass tests consisting of written, medical, physical, character examinations, psychological and/or psychiatric and such interviews as deemed necessary by the Chief of Police for the proper selection of candidate. Applicants must submit to mandatory drug testing.
- Drug testing may be conducted as per the New Jersey Attorney General's Guidelines.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of police methods, practices, and procedures and ability to apply this knowledge to specific situations.
- Knowledge of criminal statutes and traffic laws.
- Knowledge of the geography of the Township and the location of important buildings.
- Knowledge of first aid methods and ability to apply same in specific situations.
- Ability to successfully complete police academy training and any other training offered by the department.
- Ability to deal courteously and effectively with all members of the public.
- Good judgment.
- Excellent moral character.
- Good powers of observation and memory.
- Ability to remember names, faces, and details of incidents.
- Maintains excellent physical condition and strength to handle contacts required.
- Ability to perform in all weather conditions.
- Ability to analyze situations and to adopt quick, effective, and reasonable course of action.
- Ability to effect forcible arrest, and perform foot pursuit.
- Must be able to render credible testimony in the Court of Law.
- Must be able to properly utilize all issued equipment including but not limited to:

•	Firearms	In Car Computer	Expandable Baton
	Motor Vehicle	Fire Extinguisher	Handcuffs
	2-Way Radio	O.C. Spray	Desktop Computer
	DVR	Ballistic Shields	Riot Shields