

Slate Belt Regional Police Department

Serving the Wind Gap, Pen Argyl and Plainfield Communities
6292 Sullivan Trail, Nazareth PA 18064 PH (610) 759-8517 Fax (610) 759-8523

Police Officer

The Slate Belt Regional Police Department is accepting applications for the position of **Full Time Police Officer**. The starting salary is \$55,099.00. Applicants must be at least 21 years of age and Act 120 Certified at the time of hire. Successful candidates are required to complete a competitive hiring process to include; written examination, oral interview and comprehensive background check. There is a \$40.00 application fee.

The written portion of the testing process will be on **Saturday, August 5, 2017**, at the Plainfield Township Volunteer Fire Department, 6480 Sullivan Trail, Wind Gap, PA. You must bring photo ID for admittance to the test. Testing will begin promptly at 9:00am, with no applicants admitted after 9:00am.

Applications can be obtained at the Slate Belt Regional Police Department at 6292 Sullivan Trail, Nazareth PA 18064 during normal business hours, or downloaded at www.slatebeltpd.com. All applications must be returned by **Friday, July 14, 2017 by 4:00pm**. The Slate Belt Regional Police Department is an Equal Opportunity Employer.





ACT 120 CERTIFICATION REQUIRED

**Completed applications must be received by
4:00 pm on Friday, July 14th, 2017**

Candidate:

Within your packet, you should receive the following enclosures:

1. Job Description – Patrol Officer
2. Preliminary Application for Employment Form

The completed **"Application for Employment" form and \$40 testing fee** must be received at the Slate Belt Regional Police Department, 6292 Sullivan Trail, Nazareth PA 18064, no later than **July 14, 2017 at 4:00 pm**. Applications received after this time will not be considered for this hiring period nor will the applicant be permitted to participate in the hiring process. The Slate Belt Regional Police Department will use the Stanard and Associates National POST Examination and will test candidates in arithmetic, reading comprehension, grammar and incident report writing.

The written test will be administered on **Saturday, August 5, 2017 at 9:00am** at the Plainfield Township Volunteer Fire Department, 6480 Sullivan Trail, Wind Gap, PA. Registration will begin at 8:30am, testing will begin at 9:00am. There will be no admission granted once the testing process has begun. **You will be required to produce photo identification, driver's license is preferred, and bring two sharpened # 2 pencils.** No pens may be used in the test. The administration and testing process will last approximately three and one half (3 ½) hours. You may not bring ***anything*** into the test center except identification and pencils. **Leave all briefcases, folders, purses, PHONES and weapons locked in your vehicle.** No smoking or food will be allowed in the test area.

Top candidates who pass the written examination will be notified of an oral interview date and time via mail.

Any questions regarding the testing procedure should be directed to the Slate Belt Regional Police Department, Monday thru Friday 8:00 am to 4:00 pm at 610 759-8517. After business hours leave a message and someone will contact you the next business day.

SLATE BELT REGIONAL POLICE DEPARTMENT PRELIMINARY APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Read every question carefully. Answer every question. Leave no blank spaces. If question does not apply to you indicate by marking N/A (Not Applicable) A Candidate may be rejected who has intentionally made a false statement of a material fact, or attempted to practice, any deception or fraud in his application, in his examination, or in securing his eligibility for appointment.

The candidate shall personally prepare this form. All entries, except the signature, must be printed legibly in block letters. Entries must be made in either blue or black ink. If space available for answering any question is insufficient, use a separate sheet of paper, attach to the corresponding page and precede each answer with the number of the question being answered.

**Date and Time Application was
Received**

(Official Use Only)

PERSONAL INFORMATION

Name	Last	First	Date:	
Present Address				
Permanent Address				
Home Phone		Cell Phone		
EDUCATION	Name and Address of School	No. of Years attended	Did you graduate?	Subjects Studied
Grammar School				
Middle School				
High School				
College				
List any and all training you feel may be applicable to this job				
Act 120 Certified	Yes <input type="checkbox"/> No <input type="checkbox"/>	Academy Name:	Month/Year of Graduation:	
Prior Military Service	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Branch:		
Active Military Service	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Branch:		

FORMER EMPLOYERS

(LIST BELOW THE LAST THREE EMPLOYES, STARTING WITH THE MOST RECENT ONE FIRST)

Date Month/Year		Name and Address of Employer	Supervisor's Name	Position	Reason for Leaving
Start Date					
End Date					
Start Date					
End Date					
Start Date					
End Date					

Date:		Applicant:	
			(Signature)

By signing above, candidate agrees to permit the Slate Belt Regional Police Department to complete a Criminal History and Drivers License check for employment purposes.

Slate Belt Regional Police Department Essential Duties for Police Officer



ATTACHMENT "A"

(Taken from the "Statewide Job Analysis Of The Police Officer Position" Patrol Officer Task Inventory, as published by the Pennsylvania Municipal Police Officers' Education and Training Commission.)

I. PEACE KEEPING AND SECURITY

A. Duty: PRE-PATROL

1. **Condition:** Given information which is circulated at or before the beginning of a tour or shift.
2. **Standard:** Comprehend and remember (with the aid of a notebook) all significant, timely information needed to perform patrol duties.
3. **Tasks:**
 - Review information to maintain a current knowledge of known criminals and criminal activity in area.
 - Review wanted bulletins
 - Read Teletype/CLEAN messages
 - Read weather forecasts and bulletins
 - Review statistics and other compiled information (e.g., to determine areas in need of additional attention)

B. Duty: PATROL CHECKS

1. **Condition:** Given a post or patrol area with a number of business and non-business establishments to be checked (especially in high crime areas).
2. **Standard:** Checks patrol area and establishments at irregular intervals, recognizes wanted vehicles or persons, recognizes noises and odors, elicits information from the public relative to criminal activity and maintains high visibility.
3. **Tasks:**
 - Recognize sounds that should be investigated and their approximate origin (e.g., breaking glass, angry or fearful voices, etc.).
 - Recognize smells that should be investigated and their approximate origin (e.g., smoke, controlled substance, alcohol, gas leaks, etc.).
 - Talk with people on patrol to establish rapport.
 - Talk with people on patrol to obtain information.
 - At request of owners, inspect businesses and dwellings for adequate security devices.
 - Search unlocked businesses and dwellings for signs of illegal entry.
 - Physically examine and test doors and windows of dwellings and businesses.
 - Identify from memory wanted vehicles or persons.
 - Examine suspicious or potentially dangerous objects (e.g., suspicious package, downed high tension wire).

C. Duty: CITIZEN CONTACTS

1. **Condition:** Given a citizen's exposure to bodily harm and property loss.
2. **Standard:** Instructs, communicating proven techniques of preventing crimes against persons and property.
3. **Tasks:**
 - Instruct persons of proper methods to eliminate fire hazards or explosives.
 - Advise property owners or agents of potentially hazardous conditions (e.g., damaged fences, broken water pipes)
 - Instruct members of the community on self-defense.
 - Instruct members of the community on crime prevention.
 - Meet with and make presentations to community groups.

D. Duty: MEDIATING DISPUTES

1. **Condition:** Given verbal disputes among family members, neighbors, labor groups, etc., and given mediating techniques.
2. **Standard:** Remains neutral, controls emotions, avoids violence and guides disputing persons to a rational solution of problem.
3. **Tasks:**
 - Mediate family disputes.
 - Mediate civil disputes.
 - Keep peace in organized labor dispute.
 - Confront hostile groups (e.g., demonstrators, or bar patrons).

E. Duty: PROVIDING SECURITY

1. **Condition:** Given roadway and other safety hazards, unoccupied buildings and vehicles and given Department procedures.
2. **Standard:** Remains alert quickly recognizes and responds to unusual or obvious conditions that pose a threat to persons and property and reacts to hazards (unlocked doors, broken windows, disabled vehicles, etc.).
3. **Tasks:**
 - Patrol locations which are potentially physically hazardous to citizens (e.g., construction site).
 - Physically examine abandoned vehicle.
 - Secure vehicles by removing keys, locking doors, etc.
 - Secure house or property.
 - Remove hazards from roadway.
 - Escort persons in possession of money or valuables.
 - Extinguish vehicle or other minor fires.

F. Duty: OPERATING PATROL VEHICLE

1. **Tasks:**
 - Escort funerals.
 - Escort parades and other processions.
 - Escort oversized truck-trailer loads.
 - Escort dignitaries.
 - Deliver emergency supplies and equipment.

- Provide emergency assistance to the public by driving persons from one location to another.
- Engage in high speed pursuit and incident response driving on open road.
- Make vehicle stops to effect felony arrests.
- Effect suspected or suspicious person vehicle stops.
- Follow suspicious vehicles (e.g., suspect, suspicious person, operator under the influence).
- Make traffic stops for Vehicle Code violations.

II. ORAL COMMUNICATIONS

A. Duty: RECEIVING AND TRANSMITTING MESSAGES

1. **Condition:** Given Communication/Dispatcher assignment and given communication center procedures.
2. **Standard:** Elicits necessary facts concerning reported situations, records pertinent information, determines proper course of action, and accurately and effectively relays messages to the appropriate person/agency.
3. **Tasks:**
 - Take citizens' formal complaints against officers and/or department (either in person or by telephone).
 - Receive incoming calls from the public.
 - Dispatch officers to calls.
 - Operate telephone console or switchboard.
 - Transmit messages over police radio (e.g., patrol car radio, portable or base station radio).
 - Record and communicate descriptions of persons (e.g., suspects, missing persons).
 - Initiate contact with appropriate public agencies or private citizen (e.g., telephone company, etc.) to report damage to equipment or property

B. Duty: EXPLAINING AND ADVISING

1. **Condition:** Given laws/ordinances and the need for public awareness.
2. **Standard:** Explains laws or official procedures in an intelligible and organized manner.
3. **Tasks:**
 - Provide instruction to other officers, recruits, and/or civilians.
 - Brief prisoners/inmates as to detention facility rules of conduct
 - Issue warning tickets (for equipment, moving or parking violations).
 - Explain state vehicle laws and procedures to citizens
 - Explain alternative courses of action to suspects, complainants, victims, etc.
 - Provide street directions.
 - Advise victims of the criminal process.
 - Explain nature of complaints to offenders.
 - Give directions to assisting officer(s) (e.g., at crime or accident scene or during parade)
 - Give directions to public service personnel (e.g., at crime or accident scene or during parade)
 - Request witnesses to submit written statements
 - Advise persons involved in an accident of information to get from one another.

- Inform motorists of procedures for reporting accident to proper authorities.
- Explain legal obligations to operators stopped for traffic law violations.
- Advise persons of rights as per Miranda decision.
- If requested, explain to onlookers the reason for taking arrest action.
- Inform vehicle owners of legal obligations regarding removal of abandoned vehicles (within specific period of time).
- Arrange for removal of abandoned, disabled, or impounded vehicles.
- Advise appropriate agency of traffic engineering needs.
- Notify owners of towed vehicles of location and procedure to follow to reclaim vehicles.
- Explain recruitment policies to interested individuals and community groups.
- Talk with people on patrol to provide information about your department.

C. Duty: INTERVIEWING

1. **Condition:** Given persons who possess information regarding crimes, traffic accidents and other incidents of interest to the police.
2. **Standard:** Establishes rapport with the interviewee asks pertinent questions in an intelligible manner and records relevant responses.
3. **Tasks:**
 - Approach and interview pedestrians
 - Interview tow truck drivers, mechanics, etc. to obtain specific information concerning vehicle damages.
 - Interview complainants, witnesses, etc
 - Interview doctors, ambulance personnel, etc., to obtain specific information concerning injuries and illnesses.
 - Interview prisoners/inmates to obtain personal information for arrest report purposes.
 - Talk to informants to obtain information.
 - Interrogate suspects.
 - Interview suspicious persons

D. Duty: SPECIAL COMMUNICATION SKILLS

1. **Condition:** Given police contacts with persons unable to communicate adequately in English.
2. **Standard:** Communicates through an interpreter or by using other media (e.g., sign language, etc.).
2. **Tasks:**
 - Communicate with physically handicapped (e.g., hearing impaired, deaf mute, etc.).
 - Communicate through foreign language interpreter or in a foreign language.

III. ASSISTING OTHERS

A. Duty: FIRST AID

1. **Condition:** Given injured or disabled person who must receive first aid.
2. **Standard:** Provides immediate and temporary care to victim, minimizes further injury and sustains life until professional help is obtained.
3. **Tasks:**

- Determine extent of injury to injured/wounded persons.
- Administer cardio-pulmonary resuscitation.
- Control bleeding (e.g., apply direct pressure).
- Administer other first aid techniques.
- Transport injured persons.
- Question and determine extent of prisoners/inmates injuries.
- Use emergency tools to extricate trapped persons.

B. Duty: ANIMAL CONTROL

1. **Condition:** Given dangerous or injured animals.
2. **Standard:** Controls and/or attends to animal with a minimum of risk to people and property and in as humane a manner as possible.
3. **Tasks:**
 - Transport animals.
 - Capture dangerous/injured animals.
 - Corral loose livestock.
 - Destroy dangerous/injured animals.
 - Discharge firearm at badly injured, dangerous or rabid animals.
 - Rescue animals from dangerous situations.

C. Duty: COUNSELING

1. **Condition:** Given a person in the custody of or in contact with police and given the Juvenile Act.
2. **Standard:** Identifies behavior that is illegal or harmful, describes the possible consequences, suggests appropriate behavior modification and identifies sources of assistance.
3. **Tasks:**
 - Counsel juveniles and children both formally and informally
 - Conduct parent-juvenile conferences.
 - Talk with families of adult suspects or defendants (advise, inform, notify, counsel).
 - Talk with families of juvenile suspects or defendants (advise, inform, notify, counsel).

D. Duty: OBTAINING ASSISTANCE

1. **Condition:** Given a variety of information sources, e.g., telephone directory, city directory, Department procedures, rules of criminal procedure, law, etc.
2. **Standard:** Identifies appropriate source of assistance based on circumstances, efficiently contacts responsible person(s) and effectively arranges for required assistance.
3. **Tasks:**
 - Contact various sources (e.g., employers, utility companies, schools), over the telephone or by mail, to locate persons.
 - Arrange for obtaining breath, blood or urine samples for analysis.
 - Arrange for professional assistance for prisoners/inmates regarding personal problems.
 - Confer with physicians regarding medical condition of prisoners/inmates.
 - Coordinate prisoners'/inmates' contact with legal counsel and other visitors.
 - Refer persons to other service agencies.

- Arrange for appearance of witnesses (excluding subpoena service).
- Initiate contact with appropriate community agency (e.g., mental health and retardation, children services, etc.) to request assistance.
- Request that Bureau of Traffic Safety re-administer driver's test to persons currently licensed.
- Request records checks.

E. Duty: DELIVERING MATERIALS, CORRESPONDENCE AND MESSAGES

- 1. Condition:** Given an emergency situation (death, illness, etc.) or receipt of material for distribution.
- 2. Standard:** Locates and accurately identifies recipient, intelligibly and compassionately delivers messages and documents facts concerning transaction.
- 3. Tasks:**
 - Serve subpoenas
 - Issue equipment
 - Notify private citizens of damage to their property as a result of accident, natural disaster, etc.
 - Personally deliver death messages.
 - Personally deliver miscellaneous emergency messages to citizens.

F. Duty: WATER RESCUE

- 1. Condition:** Given the presence of waterways and drowning person(s).
- 2. Standard:** Wades, swims or uses rescue devices to retrieve drowning person from water, minimizing danger to victim and officer.
- 3. Tasks:**
 - Swim or tread water to retrieve bodies, evidence, rescue drowning persons, apprehend subjects, etc.

IV. SEARCHING, RECOVERING PROPERTY

A. Duty: SURVEILLANCE

- 1. Condition:** Given covert criminal activity and police surveillance techniques.
- 2. Standard:** Identifies suspects, recognizes behavior related to criminal activity and recalls, with the aid of notes, observations.
- 3. Tasks:**
 - Organize or participate in formal or informal surveillance of individuals or locations.
 - Operate assigned observation post to apprehend criminal suspect (e.g., stakeout).

B. Duty: AREA SEARCHES

1. **Condition:** Given lost, missing or wanted persons, reported explosive device, suspected contraband or evidence, or unidentified subject.
2. **Standard:** Searches systematically, endures long hours and physical hardship and meticulously processes matter to ensure things of evidentiary value are not overlooked.
3. **Tasks:**
 - Participate in large scale area search parties for persons or evidence.
 - Search for missing, lost, or wanted persons.
 - Personally search buildings, properties, and vehicle, to locate bombs and/or explosives.
 - Search home, business, or other structure, for contraband, criminal activity, or wanted subject.
 - Search fire debris or burned buildings to uncover bodies and evidence relating to the cause of the fire and/or explosion.
 - Physically search vehicles for contraband or evidence.
 - Search accident or crime scenes for physical evidence.
 - Search property of deceased for personal papers or valuables.

C. Duty: SEARCHING PERSONS

1. **Condition:** Given a suspected criminal or potentially dangerous person and court decisions regarding the right to search or frisk.
2. **Standard:** Renders subject immobile, protects personal equipment and thoroughly searches or frisks person.
3. **Tasks:**
 - Stop and frisk suspects (i.e. pat down).
 - Search prisoner clothing (i.e. search incident to arrest).
 - Strip search (including body cavities)
 - Conduct periodic searches of prisoners/inmates and their quarters.

III. NEUTRALIZING PEOPLE AND PERFORMING PHYSICAL ACTIVITY

A. Duty: NEUTRALIZING VIOLENT OR DANGEROUS PERSONS

1. **Condition:** Given violent or dangerous people.
2. **Standard:** Effectively applies various restraining techniques (e.g., holds, handcuffs, straps, etc.) using only the degree of force necessary to overcome resistance.
3. **Tasks:**
 - Handcuff suspects or prisoners.
 - Guard prisoners/inmates detained at facility other than holding cell (e.g., hospital).
 - Use restraining devices other than handcuffs (e.g., leg irons, straps).
 - Subdue attacking or resisting persons using grips or holds (do not include mechanical devices).
 - Transport prisoners/inmates.
 - Using PR24, subdue attacking or resisting person.
 - Transport mental patients.

B. Duty: DISCHARGING WEAPONS

1. **Condition:** Given person(s) posing an immediate threat to the life of others, state statute regarding the use of deadly force; and Department regulations.

2. **Standard:** Readies weapon quickly and discharges it accurately only when necessary and with a minimum of risk to others.
3. **Tasks:**
 - Draw firearm.
 - Fire handgun at person
 - Fire rifle or shotgun at person
 - Use of chemical agents (excluding training)
 - Use of tear gas (excluding training)

C. Duty: SELF DEFENSE

1. **Condition:** Given an attack on the person of a police officer.
2. **Standard:** Blocks thrusts and strikes by assailant and counters with enough force directed at critical points to neutralize assailants using only that degree of force necessary.
3. **Tasks:**
 - Resort to use of hands or feet in self-defense.

D. Duty: PHYSICAL STAMINA

1. **Condition:** Given a person fleeing from a police officer or given an area search.
2. **Standard:** Maintains contact with suspect during chase and carries rescue or support equipment during searches.
3. **Tasks:**
 - Crawl in confined areas (e.g., attics).
 - Pursue on foot fleeing suspects.

E. Duty: AGILITY

1. **Condition:** Given emergency situations or criminal activity and given barriers, natural obstacles (streams, ditches, etc.), buildings, fences and walls.
2. **Standard:** Climbs, jumps, balances and gains access.
3. **Tasks:**
 - Climb through openings (e.g., windows).
 - Climb over obstacles (e.g., walls).
 - Jump over obstacles.
 - Balance oneself on uneven or narrow surface.
 - Jump across ditches, streams, etc.
 - Climb up to elevated surfaces (e.g., roof).

 - Jump down from elevated surfaces.
 - Pulls oneself up over obstacles

F. Duty: LIFTING AND MOVING OBJECTS

1. **Condition:** Given heavy or hard to move objects (e.g., stretcher cases, objects posing a hazard, etc.).

2. **Standard:** Physically moved person or object without injury to self or others.

3. **Tasks:**

- Lift and carry heavy objects (e.g., disabled person or equipment).
- Drag heavy objects (e.g., disabled person or equipment).
- Push hard-to-move objects by hand.
- Use body force to gain entrance through barriers (e.g., locked doors).

G. Duty: EXERCISING

1. **Condition:** Given a sedentary occupation.

2. **Standard:** Maintains healthy weight, body flexibility, strength and stamina.

3. **Tasks:**

- Participate in physical exercise program to maintain physical strength, agility and health.

IV. TRAFFIC CONTROL

A. Duty: MONITORING PEDESTRIAN AND VEHICULAR TRAFFIC

1. **Condition:** Given traffic congestion, operator behaviors posing a threat to safety, traffic accidents or other events interfering with the safe movement of pedestrian or vehicular traffic, and given traffic laws.

2. **Standard:** Identifies behaviors or conditions that are prohibited or pose a hazard to the public.

3. **Tasks:**

- Monitor driver observance of traffic control devices from stationary position.
- Monitor pedestrian observance of traffic control devices from stationary position.
- Clock speed of vehicles using speedometer
- Visually estimate speed of vehicles.
- Operate equipment for speed enforcement (e.g., stop watch, electronic speed device, etc.).

B. Duty: CONTROLLING TRAFFIC MOVEMENT

1. **Condition:** Given traffic congestion, traffic accidents or other events interfering with the movement of pedestrian or vehicular traffic and given techniques for controlling the movement of traffic.

2. **Standard:** Gives clear and distinct signals and restores orderly movement of traffic.

3. **Tasks:**

- Direct traffic using hand or flashlight signals or illuminated baton.
- Direct traffic using barriers (including positioning of patrol cars, flares, traffic cone patterns).
- Control traffic signals manually.

V. RESPONDING TO PATROL INCIDENTS

A. Duty: RESPONDING TO PATROL INCIDENTS

1. **Condition:** Given both emergency and non-emergency situations (e.g., crimes in progress, traffic incidents, domestic incidents, etc.) and given Departmental Procedures.
2. **Standard:** Adheres to proper response technique, follows instructions of supervisor or investigating officer and accurately diagnoses the situation upon arrival at the scene, re: hazard posed, assistance required, action that is justified, etc.
3. **Tasks:**
 - Respond as primary unit to crimes in progress.
 - Respond as back-up traffic stops (either own or other department).
 - Respond as back-up unit on crimes in progress (either own or other department).
 - Communicate with supervisor(s) during shift (e.g., to receive direction, seek advice, etc.).
 - Request back-up assistance in potentially hazardous or emergency situations.

VI. ACCIDENT INVESTIGATION

A. Duty: SECURING SCENE

1. **Condition:** Given a vehicle accident, citizens attracted to the scene, unprotected property, debris, etc.
2. **Standard:** Protects victims and by-standers, secures evidence and property and obtains required assistance.
3. **Tasks:**
 - Survey accident scenes to determine priority of required actions
 - Coordinate activities at scenes of accident investigations.
 - Protect the accident scene.

B. Duty: COLLECTING EVIDENCE

1. **Condition:** Given evidence that will reveal the cause of vehicle accidents and given vehicle accident investigation techniques.
2. **Standard:** Recognizes evidence related to the cause of motor vehicle accidents (e.g., damaged or inoperable vehicle equipment, improper operator behavior, and environmental conditions) and documents facts relative to the collection of evidence.
3. **Tasks:**
 - Inspect and/or operate equipment (lights, brakes, steering, tires, etc.).
 - Take coordinate measures of accident scenes.
 - Sketch accident scenes
 - Inspects accident scene for evidence (e.g., roadway obstructions, skid marks, roadway defects, etc.)

C. Duty: FORMULATING CONCLUSION

1. **Condition:** Given a set of facts surrounding a motor vehicle accident.
2. **Standard:** Brings facts together and formulates a valid conclusion.

3. **Tasks:**
 - Analyze available information to determine what enforcement action should be taken at accident scenes.
 - Estimate vehicle speed using physical evidence and mathematical formulas or graphs.

VII. CRIME INVESTIGATION

A. Duty: SECURING CRIME SCENE

1. **Condition:** Given a crime, citizens attracted to the crime scene, unprotected property and evidence related to the crime.
2. **Standard:** Protects victims and citizens and secures evidence and property.
3. **Tasks:**
 - Evaluate crime scenes to determine investigative procedures to follow and assistance necessary.
 - Protect the crime scene.

B. Duty: PRELIMINARY INVESTIGATION

1. **Condition:** Given people, conditions, and circumstances related to a crime, and given criminal investigation procedures, rules of evidence and the Crimes Code.
2. **Standard:** Identifies suspects and victims, locates witnesses, collects available facts surrounding the incident and establishes the elements of the offense.
3. **Tasks:**
 - Attempt to locate witnesses to crimes or accidents (e.g., talk to bystanders, knock on doors).
 - Inquire into incidents to determine whether they are criminal or civil matters.
 - Sketch crime scenes.
 - Inspect damage to vehicles or property.
 - Examine dead bodies for wounds and injuries to determine nature and cause of death.
 - Make preliminary identification of deceased persons.
 - Examine bodies of deceased (for personal property, signs of post-mortem lividity, etc.).
 - Do preliminary (initial, at the scene) investigation.
 - Identify suspects at crime scene.

C. Duty: IN-DEPTH INVESTIGATION

1. **Condition:** Given a complex crime not immediately solvable, Department procedures, the Crimes Code and criminal investigation techniques.
2. **Standard:** Schedules line-ups, interviews, and other follow-up activities, identifies similarities in Method of Operation (M.O.'s) of known criminals, establishes motive and integrates information from all sources involved.
3. **Tasks:**
 - Coordinate investigations with other law enforcement agencies.
 - Request investigative assistance (e.g., detectives, other officers, tracking dogs).
 - Witness post-mortem examinations.

- Organize and conduct photo line-ups and stand-up line-ups.
- Present suspects to victims or witnesses for purposes of identification.
- Do follow-up investigations to completion.
- Study rap sheets and M.O.'s of suspects.
- Analyze and compare cases for similarity of modus operandi.
- Personally review records and pictures to identify suspects.

D. Duty: PROCESSING EVIDENCE

1. **Condition:** Given evidence related to criminal activity, Department procedures, crime lab procedures, and laws of evidence.
2. **Standard:** Identifies, collects and preserves evidence and maintains necessary documentation concerning location and treatment.
3. **Tasks:**
 - Collect and examine evidence and personal property from crime or accident scenes.
 - Preserve evidence and personal property.
 - Transport property and/or evidence.
 - Review crime lab reports.
 - Arrange for disposal and/or dispose of unclaimed property.
 - Secure evidence and/or property.

VIII. IDENTIFICATION TECHNIQUES

A. Duty: PRESERVING LATENT PRINTS

1. **Condition:** Given laboratory and investigatory procedures and given the rules of evidence.
2. **Standard:** Develops readable fingerprints and lifts prints intact.
3. **Tasks:**
 - Dust and lift latent fingerprints.
 - Develop latent prints chemically.
 - Locates area of possible latent prints.

B. Duty: PHOTOGRAPHY

1. **Condition:** Given the short-lived or destructible nature of some types of evidence and given photographic techniques and rules of evidence.
2. **Standard:** Operates photographic equipment effectively (e.g., adequate lighting, proper setting and film).
3. **Tasks:**
 - Photograph latent fingerprints.
 - Take identification photos of individuals.
 - Photograph crime or accident scenes.

C. Duty: CONTROLLED SUBSTANCE TEST

1. **Condition:** Given unidentified substances and given the Drug, Device, Controlled Substance and Cosmetic Act.
2. **Standard:** Applies reagent properly or refers to Physicians Desk Reference and

accurately identifies controlled substances.

3. **Tasks:**
 - Use chemical test kit for controlled substances.
 - Use of Physician's Desk Reference

D. Duty: RECORDING FINGERPRINTS

1. **Condition:** Given the unique characteristics of an individual's fingerprints and given fingerprinting techniques.
2. **Standard:** Records classifiable prints.
3. **Tasks:**
 - Fingerprint persons for non-criminal reasons (e.g., professional licensing).
 - Fingerprint prisoners and other persons.
 - Fingerprint deceased persons.

IX. ENFORCEMENT

A. Duty: EVALUATING OPERATORS

1. **Condition:** Given the erratic operation of vehicles or operator behavior resulting in traffic accidents and given traffic laws and ordinances and Department procedures.
2. **Standard:** Evaluates operator's ability objectively and operates breath analyzers properly.
3. **Tasks:**
 - Estimate driver's capability to operate vehicle due to old age, emotional state, physical stature, handicap or substance abuse (preparatory to chemical or roadside sobriety test).
 - Administer physical roadside sobriety test.

B. Duty: INSPECTING VEHICLES

1. **Condition:** Given required vehicle equipment, vehicle equipment standards, the Vehicle Code and the Official State Inspection Regulations.
2. **Standard:** Verifies that vehicle equipment conforms to legal standards and standards mandated by the inspection regulations.
3. **Tasks:**
 - Inspect vehicles for conformance with Vehicle Code and inspections regulations.

C. Duty: INTERPRETING IDENTIFICATION DATA

1. **Condition:** Given official identification documents, plates and impressions.
2. **Standard:** Recognizes altered documents, plates or impressions and inconsistencies between facts or physical characteristics and recorded data.

3. **Tasks:**
 - Inspect Certificate of Title.
 - Inspect operator's license, vehicle registration, and insurance certificate.
 - Inspect vehicle identification number.
 - Inspect inspection sticker and weight class stickers.

D. Duty: ARRESTING AND SERVING COURT ORDERS

1. **Condition:** Given criminal offenses, people or articles to be taken into police custody, official citizen contacts of a non-custodial nature and given state law and ordinances, the rules of criminal procedure and court decisions.
2. **Standard:** Establishes probable cause, observes constitutional rights, adheres to rules of criminal procedure and laws of arrest.
3. **Tasks:**
 - Obtain search warrants.
 - Serve or assist in serving search warrants.
 - Pick up children (with or without court order) (e.g., protective custody, detention, etc.) to place in custody.
 - Request verification of warrants before service.
 - Serve arrest warrants.
 - Arrest traffic law violators.
 - Arrest persons without warrant.
 - Take into custody person detained by citizen.
 - Prepare criminal complaint.
 - Issue citations for non-traffic offenses.
 - Issue Vehicle Code citations.
 - Issue parking citations.

X. REPORTING

A. Duty: DIAGRAMMING

1. **Condition:** Given the relationship of reference points at an accident scene or crime scene to objects or marks related to the vehicle accident or crime and given diagramming techniques.
2. **Standard:** Locates essential elements related to vehicle accidents or crimes and their relationship to each other.
3. **Tasks:**
 - Diagram accident scenes.
 - Diagram layouts of interior designs of buildings (other than crime scenes).
 - Diagram crime scene.

B. Duty: REPORT WRITING

1. **Condition:** Given facts collected during investigations or other assignments and Department reporting requirements.
2. **Standard:** Prepares report according to required format, includes all pertinent

information and conforms to rules of grammar and syntax.

3. Tasks:

- Summarize in writing statements of witnesses, complainants, etc.
- Write in-depth narrative reports containing complete sentences and paragraphs (e.g., accident and investigative reports, supplemental/follow-up reports).
- Write reports consisting of several short descriptive phrases, sentence fragments or very short sentences.

C. Duty: WRITING CORRESPONDENCE

1. Condition: Given inter and intra Department communications.

2. Standard: Prepares correspondence according to required format and conforms to rules of grammar and syntax.

3. Tasks:

- Write interoffice memos.
- Write letters or other correspondence as part of the job.

D. Duty: PROOFING

1. Condition: Given legal documents related to assignments.

2. Standard: Identifies errors, deficiencies and/or omissions.

3. Tasks:

- Review commitment papers or court orders for completeness and accuracy.
- Review warrants/criminal complaints for completeness and accuracy.

XI. PRESENTING INVESTIGATION RESULTS

A. Duty: TESTIFYING

1. Condition: Given prosecution of offenses and other hearings in courts of record.

2. Standard: Relates pertinent information (with the aid of notes) in a concise and organized manner.

3. Tasks:

- Personally present facts of cases to juvenile probation officers.
- Review reports and notes to prepare for testimony at preliminary hearing or trials.
- Talk to other officers, supervisors, prosecutors, judges, witnesses, or victims to review facts of cases to insure proper pre-trial preparation.
- Direct prosecution at Magistrates level.
- Appear and testify in legal proceedings.

B. Duty: BRIEFING AND DEBRIEFING

1. Condition: Given information obtained in preparation for, or as a result of, assignment.

2. Standard: Formulates and asks pertinent questions concerning work, responds to

questions in a direct and concise manner and condenses information into concise summaries.

3. **Tasks:**
 - Review accident with accident investigators.
 - Discuss cases with prosecutors following legal proceedings.
 - Communicate information on an informal basis to other law enforcement officials.
 - Review case with witnesses prior to presentation at testimony.
 - Participates in meetings with other officers (e.g., briefings, departmental staff meetings).

XII. ADMINISTRATIVE DUTIES

A. Duty: ORDERING AND STOCKING SUPPLIES

1. **Condition:** Given the depletion of supplies and equipment and given Department procedures.
2. **Standard:** Maintains supplies and equipment at an appropriate operating level.
3. **Tasks:**
 - Order supplies and equipment.
 - Restock emergency supplies in patrol vehicle (e.g., flares, first aid, supplies, etc.).

B. Duty: CARING FOR EQUIPMENT

1. **Condition:** Given the deterioration of equipment and supplies and given the loss of proficiency.
2. **Standard:** Cleans and maintains equipment properly and periodically practices police skills.
3. **Tasks:**
 - Inspect patrol vehicle and patrol equipment (e.g., safety equipment, weapons, etc.).
 - Maintain personal equipment and other supplies (e.g., uniforms, citations, report forms, etc.).
 - Attend in-service and outside conferences and seminars.
 - Clean and service weapons.
 - Qualify and/or engage in required practice of operation of firearms and other weapons.

C. Duty: MAINTAINING LOGS

1. **Condition:** Given identification information and chronological sequence.
2. **Standard:** Makes accurate entries in a timely manner.
3. **Tasks:**

- Maintain roster of current prisoners/inmates.
- Log evidence and personal property.
- Maintain inventory lists (e.g., departmental equipment and property, evidence, recovered Property, etc.).
- Makes entries in activity log, patrol log, daily report, departmental records, etc.
- Collect and inventory prisoners'/inmates' personal property.
- Log prisoners'/inmates' phone calls, injuries, etc., on formal custody log.

D. Duty: SUMMARIZING INFORMATION

1. **Condition:** Given a large volume of unorganized data.
2. **Standard:** Reduces activity data to descriptive statistics and maintains cumulative summaries.
3. **Tasks:**
 - Prepare list of known criminals and/or wanted persons for own or departmental use.
 - Prepare accident statistical data for D.M.V., P.S.P., internal records.
 - Prepare information for federal, state, and local law enforcement officials and agencies.
 - Take notes.
 - Perform simple mathematical calculations (add, subtract, multiply, divide).

E. Duty: ON-THE-JOB TRAINING

1. **Condition:** Given inexperienced uniformed and civilian personnel.
2. **Standard:** Instructs uniformed and civilian personnel in work procedures and techniques and evaluates performance objectively.
3. **Tasks:**
 - Provide on-the-job training to other officers.
 - Evaluate other officers (e.g., probationary officers).
 - Provide on-the-job training to probationary officers or civilians.
 - Supervise civilian personnel (e.g., office staff, communications personnel, etc.).
 - Write evaluations of training received.

