

**Township of Mahwah
Township Ordinance 2-16**

Department: Police

Sub Section: 2-16.3 Requisites for Appointment

a. No person shall be appointed an officer or member of the Police Department of the Township unless he:

1. Is a citizen of the United States and is a resident of the State of New Jersey at the time of his appointment.
2. Is sound in body and of good health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey as to his eligibility for membership in the retirement system.
3. Is able to read, write and speak the English language well and intelligently.
4. Is of good moral character and has not been convicted of any criminal offense involving more turpitude.

2-16.4 Additional Physical and Educational Requirements

All applicants for appointment as members of the Police Department of the Township of Mahwah:

- a. Shall not be less than eighteen (18) years nor more than thirty-five (35) years of age at the time of their appointment.
- b. Shall possess a bachelor degree from an accredited college or university, or shall have been honorably discharged from active duty from a branch of the United States Military Service and possess a high school diploma or equivalency certificate recognized by the Department of Education of the State of New Jersey, or shall have completed a minimum of four (4) years of law enforcement service (such as police officer or police dispatcher) at the Municipal, County, State or Federal level and possess a high school diploma or equivalency certificate recognized by the Department of Education of the State of New Jersey.
- c. Shall be of such weight in proportion to height as indicated by the height-weight tables established by the Army of the United States.
- d. Shall be in possession of a valid New Jersey automobile operator's license.

2-16.5 Disqualifications

No application shall be considered when submitted by any person who:

- a. Lacks the established qualification requirements.
- b. Is physically, mentally or emotionally unfit to perform the duties of the position.
- c. Is addicted to the use of drugs or intoxicating liquors.
- d. Has been dismissed from any prior employment for justifiable cause.
- e. Has made false statements of a material fact or practiced or attempted to practice any deception or fraud in the application, in any test or in securing eligibility for appointment.

2-16.6 Probationary Service

No person shall become an official member of the Police Department of the Township of Mahwah unless and until he or she has served a probationary period of one (1) year after completion of training at a Township and State approved police training academy and has demonstrated to the Chief of Police of the Township by written or oral examination or prior work experience that he or she is qualified and has completed and passed a physical endurance test as prescribed at the time by the Chief of Police of the Township. No probationary member shall be made a permanent member of the Police Department until he or she has completed all training courses, tests and the one (1) year period of probation.

**Township of Mahwah
Job Description**

Position Title: Police Officer/Patrol

Department: Police

Reports To: Police Sergeant/Patrol Tour Commander

Purpose of Position

Under the direct supervision of the Police Tour Commander, a police officer patrols a designated area, insuring compliance with all applicable state laws and city ordinances; answers calls when a crime is suspected or an emergency exists; take such actions as are necessary to prevent crime, to apprehend a criminal, to maintain safety, to assist citizens in a wide

range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by a Superior Officer. The duties and assignments of a Patrol Officer are quite varied in nature and include a variety of assignments. This position includes the protection of persons, property, and preserving the public peace and order through the enforcement of laws and ordinances. In addition, the Police Officer prevents and detects criminal activity while in the performance of their duties. This position must be ready to respond in the capacity of a Law Enforcement Officer and make decisions in critical incidents.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Patrols assigned area in police vehicle to enforce laws and ordinances; responds to citizen complaints; interviews witnesses, victims, and suspects; apprehends and arrests persons in violation of laws and ordinances; acts as peace officer in disturbances; directs traffic flow and enforces traffic laws; observes and apprehends violators of traffic laws and issues written citations and warnings; and serves warrants

Investigates complaints; conducts criminal and crash investigations; makes inquiries; records information.

Conducts or assists with investigations and responds to criminal and civil complaints (e.g., interviews witnesses, suspects, complainants, victims, etc.); watches for and makes investigations of wanted or missing persons and property. Collects, analyzes, and interprets data received at the crime scene, and collects and preserves evidence of a crime scene (e.g., photographs, fingerprints, reconstructs crime, etc.).

Secures crime scenes and evidence; watches for stolen property or wanted and/or missing persons; transports suspects and witnesses to the Police Department, jail, court, etc.; appears in court and testifies; completes and maintains records and prepares timely reports.

Performs security functions at special events; makes emergency runs in patrol car; assists other law enforcement agencies; maintains order in crowds, attends parades, funerals, and other public gatherings; provides assistance concerning laws, ordinances, and general information to the public; escorts, protects, and assists visitors; performs other special service functions as needed or assigned.

Attends follow-up training classes to learn newer revised policies, procedures, and regulations; reviews changes in laws and/or regulations; utilizes law enforcement equipment to perform job duties.

Drives patrol car, pursue suspects on foot (e.g., run short and long distances, requires physical exertion) and observes and prevents violations of law; investigates automobile crashes; physically restrains/subdue suspects as required; makes arrests as required by law; and processes prisoners (e.g., fingerprinting, photographing, etc.)

Make security checks on businesses and residential units.

Assist mentally ill or suicidal subjects in seeking treatment, etc.

Operates law enforcement equipment and instruments (e.g., patrol car computer, radio, firearms, speed measuring devices, breathalyzer, related police tools, etc.); properly utilizes and maintains equipment (e.g., firearms, gear, police car, computer, etc.).

Interviews and counsels parties in domestic disputes; interviews persons with complaints and inquiries.

Testifies in court through speech and demonstration.

Receives, assists, and transmits emergency calls by radio or telephone.

Administers first aid and/or CPR at the scenes of medical emergencies; and assists the Fire Department in emergency situations and gives medical attention when certified to do so.

Performs civic functions by providing public education on crime prevention through various programs.

Checks for stray animals, care for or dispose of injured animals.

Demonstrates regular and predictable attendance.

Performs other related essential duties as assigned by a supervisor.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

In accordance with Mahwah Township Ordinance 2-16, a Bachelor's Degree; or a High School Diploma or equivalent and honorable discharge from Armed Services; or High School Diploma or equivalent and four years of service as a sworn Law Enforcement Officer or Police Dispatcher

Special Requirements

New Jersey Law Enforcement Officer Certification and a valid New Jersey driver's license are required.

Maintains New Jersey Firearms Training and Proficiency Requirements by the State of New Jersey.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, etc.

Ability to utilize departmental equipment and tools including police vehicles, firearms, radios, rescue equipment, surveillance equipment, radar, evidence collection equipment, etc.

Ability to exert physical effort in moderate to rigorous/heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; ability to engage in prolonged visual concentration as well as to stand/walk for extended periods of time; ability to perform work requiring overall physical fitness.

Ability to utilize various levels of "Use of Force" which are reasonable and prudent for the particular situation.

Supervisory Responsibilities

Not applicable.

Mathematical Ability

Ability to add, subtract, multiply, divide, calculate decimals and percentages, use statistical information, and measure data.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including case reports, narratives, arrest reports, accident reports, incident reports, radar reports, warrant reports, criminal charge affidavits, various logs, auxiliary reports, and many other reports and records; ability to prepare job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to comprehend a variety of reference books and manuals including Policy and Procedure Manual, federal/state/local laws and ordinances, Township geography (maps), etc.

Ability to accurately gather, record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to use and interpret criminal law terminology and language.

Ability to perceive and discriminate colors, sounds, tastes, textures, odors, and shapes.

Ability to use independent judgment, common sense, and principles of influence in the performance of tasks; ability to analyze situations quickly and objectively and to determine proper course of action; must possess excellent planning and problem solving abilities in completion of daily duties.

Ability to work under extremely stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between personnel, offices, and departments; ability to take charge in crisis situations and direct the activities of personnel and citizens.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.

Ability to persuade, convince, influence and train others, including the ability to act in a lead worker capacity when required; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with dispatchers, supervisors, subordinates, medical personnel, Court personnel, attorneys, judges, victims, suspects, other Township personnel, and the general public verbally and in writing.

Ability to subordinate personal preferences to orders of management.

Ability to get along well with others.

Environmental Adaptability

Ability to work effectively in an office, accident, crime scene, and outdoor environment being exposed to the hazards and perils inherent in law enforcement work including but not limited to heat, cold, toxic agents/chemicals, disease, violence, smoke, extreme weather conditions, and explosives.