

1.5.9 JOB DESCRIPTIONS

I. POLICY

It is the policy of this department to ensure that all members shall be provided clear direction which outlines the nature and extent of their job responsibilities.

II. PURPOSE

The Position Description (PD) is used to document the position purpose, duties and responsibilities, decision making, requirements profile, and essential job functions for all positions within the Department. A properly completed PD provides a clear picture of the type of work performed, the organizational setting, and the supervisory relationships surrounding the position. This form shall be used by supervisors to document the main responsibilities of their subordinates.

III. PROCEDURE

Position descriptions herein listed shall not be construed as the only duties of those officers of the Johnstown Police Department, but are a general description of required duties. The City Manager and/or the Chief of Police may alter or change listed position descriptions and/or job title without monetary loss as necessary for the operations of the Johnstown Police Department without notice to its officers. Department directives may clarify or add to specific duties of officers as approved by the Chief of Police.

A. Chief of Police

1. The Chief of Police shall be the chief executive officer of the police department and shall have the complete responsibility over all personnel and functions of the department. The Chief of Police shall have full authority to enforce all policies and directives as regard to the police department. He/she shall have control of the assignments and transfers of all officers, supervisors and employees within the department under all policies.
2. The Chief of Police shall promptly execute all directives of the City Manager and issue such orders to the police department as may be required for proper enforcement.
3. The Chief of Police shall organize, direct and control all resources of the department for the most efficient discharge of its duty to preserve the peace, protect persons and property and obey and enforce all

ordinances of the City of Johnstown and all criminal laws of the Commonwealth of Pennsylvania and the United States of America.

4. The Chief of Police shall develop organizational structure of the department in accordance with professional standards and by consideration of sound judgment, integrate related activities under control of immediate supervisors. He/she shall hold them accountable for effective conduct of such activities.
5. The Chief of Police shall plan and execute a police service program designed to prevent and repress crime, apprehend and prosecute offenders, recover property and regulate non-criminal conduct. He/she shall modify the program to combat current trends as revealed by analysis of records and reports.
6. The Chief of Police shall work for the enactment and strengthening of laws for the restraint of criminal activities.
7. The Chief of Police shall cause an adequate and progressive program of employee training.
8. The Chief of Police shall formulate techniques for recognizing outstanding performance by members and employees.
9. The Chief of Police shall continually strive to improve employee conditions in order to achieve maximum efficiency and morale.
10. The Chief of Police shall at all times inform himself of the affairs of the department and be assured that the duties of his subordinates are properly assigned and discharged.
11. The Chief of Police shall visit and cause to be visited at irregular and unannounced times, all department units for inspection of efficiency of the department. When unsatisfactory conditions are found, he/she shall refer them to the appropriate subordinate officer for corrective action.
12. The Chief of Police shall exercise general supervision and inspection of all public places within the city and/or its contracted municipalities and cause the laws and ordinances concerning them to be obeyed.
13. The Chief of Police shall develop and conduct a sound public relations program to promote public confidence and shall interpret policies and objectives to department personnel, the press and the public.

14. The Chief of Police shall maintain suitable, productive relationships between the department and other governmental agencies and with private organizations, especially those concerned with traffic, crime prevention and the administration of justice.
15. The Chief of Police shall insure prompt reporting to other city agencies of any important matter falling within their jurisdiction.
16. The Chief of Police shall determine and publish the order in which ranking officers will succeed to command in his/her absence.
17. The Chief of Police shall create and maintain staff or Command Officers, representative of the department's segments [bureaus] to function as an executive staff to discuss and resolve current problems, establish policy and disseminate information.
18. The Chief of Police shall maintain an active alliance with professional police authorities and participate in programs for the mutual improvements of proficiency in combating crime and traffic problems.
19. The Chief of Police shall develop or adopt new techniques to improve the department's effectiveness in the discharge of the primary police obligations.
20. The Chief of Police shall establish and supervise a program of experience analysis and continued planning preparation for the development of facilities to fulfill prospective requirements.
21. The Chief of Police shall assist in the preparation and presentation of realistic annual budget estimates and establish adequate controls over expenditures.
22. The Chief of Police shall administer the department's fiscal affairs in a manner calculated to convert available resources into maximum effective police service, economically employed, in area of demonstrable needs.
23. One of the primary objectives of the Chief of Police shall be continuous planning to develop and maintain policies adequate to meet current demands for police service at minimum cost.

24. The Chief of Police will be responsible for providing twenty-four [24] hour staff inspection service by constant observation and evaluation of every phase of police activity. He/she will necessarily be sensitive to areas of weakness or defection, but will be particularly alert to the need for development and employment of positive means for the simplification of procedure and the improvement of service and morale.
25. The Chief of Police shall maintain a record of all arrests and incident reports to or conducted by the department.
26. The Chief of Police will prepare a monthly and yearly report to the City Manager.
27. The Chief of Police shall maintain a complete individual service record for all personnel as a guide for the placement, treatment and training of officers for the best performance.
28. An officer of this classification shall also adhere to the position description of police officer as outlined under the "Police Officer" section of this policy.

B. Captain of Police

1. A Captain shall be second in command of the department. If there are more than one Captain, the Captain with the most seniority as "Captain" will be the superior officer.
2. A Captain shall be responsible to the Chief of Police and shall serve as a member of the Chief's staff.
3. The Captain shall promptly execute all directives of the Chief of Police and issue orders to the officers as may be required for proper action.
4. The Captain shall assist the Chief of Police in all programs for the improvement of training; strengthening of laws; improving employee working conditions and morale; and to promote better police community relations.
5. The captain shall conduct at regular intervals, staff inspections. All unsatisfactory conditions shall be handled for corrective action.

6. The Captain shall constantly seek to develop new techniques to improve the Department's effectiveness in the discharges of its primary duties.
7. The Captain shall assist the Chief of Police in the preparation of a realistic annual budget estimate and establish adequate controls over expenditures of the department.
8. The Captain shall familiarize himself/herself with administrative policy and execute the service program providing for:
 - a. Protection of life and property.
 - b. Prevention and suppression of crime.
 - c. Apprehension and prosecution of offenders.
 - d. Preservation of peace.
 - e. Enforcement of regulatory measures.
 - f. Enforcement of police policies.
9. The Captain shall perform any other duties as directed by the Chief of Police.
10. The Captain shall be the direct supervisor of the Bureau of Records; Bureau of Patrol and the Bureau of Criminal Investigations.
11. The Captain's duties shall include planning, organizing and directing the activities of the various bureaus. He/she shall maintain harmonious relationships with all segments of the department, allied agencies and the public.
12. The Captain shall promptly obey and transmit all legitimate orders, insuring uniform and full compliance.
13. The Captain shall be diligent in enforcing the observance of high ethical standards in the performance and conduct of department personnel.

14. The Captain shall, under the direction of the Chief of Police assist the administration of the department's program for:
 - a. Personnel training.
 - b. Improved working conditions for maximum efficiency and morale.
 - c. Using personnel records and performance ratings for individual guidance and improvement.
 - d. Adequately recognizing outstanding personnel performance.
 - e. Improving efficiency and cooperation in areas of common responsibility.
 - f. Proper and economical use of department property and equipment.
15. The Captain shall assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate officers, procuring evidence to sustain or refute such allegations. He/she shall prepare necessary reports and assist the Chief of Police at hearings and examinations.
16. The Captain shall handle impartially every breach of discipline or neglect of duty by a subordinate in accordance with policy.
17. The Captain shall devote as much time as possible to an inspection of the field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with his/her responsibility.
18. The Captain shall inspect and report in writing every instance of damage, neglect or improper use of departmental vehicle, equipment or property.
19. The Captain shall examine every report to insure conformity with the provisions of procedure and to insure complete investigation and reporting.
20. The Captain shall be responsible for assignments, proper processing and return of all citations, writs and other document.

21. The Captain shall exert every effort possible to satisfy the needs of citizens requesting service, assistance or information and courteously explain any

instances where jurisdiction does not lie with the department, suggesting procedures to be followed.

22. The Captain shall insure civil treatment and protection of rights for all persons coming into the scope of police authority.
23. The Captain shall be active in directing and instructing subordinates in the discovery and suppression of any and all crimes.
24. The Captain shall analyze crime and incident reports, using facilities of the Bureau of Records to determine trends as a basis for practical development of resources and direction of operations
25. The Captain shall make daily examination of assignment sheets, time reports and direction of operations.
26. The Captain shall submit reports to the Chief of Police, as required, accurately detailing the problems, services and activities of the department.
27. The Captain shall execute programs for promoting general safety of all personnel and exert all efforts toward reduction of hazards and accidents.
28. An officer of this classification shall adhere to the position description of an officer as outlined under the "Police Officer" section of this policy.

C. Sergeant or Shift Supervisor

1. A sergeant assigned a shift, shall be responsible to the Captain of Police for the efficient operation and supervision of personnel under his/her control.
2. A sergeant shall assume the duties and responsibilities for the efficient operation of his/her shift in conformity with established policy.
3. A sergeant shall exercise authority commensurate with his/her responsibilities and be accountable to the Captain of Police.
4. A sergeant shall familiarize himself/herself with administrative policy and execute the service program within his/her area of responsibility providing for:
 - a. Protection of life and property.
 - b. Prevention and suppression of crime.

- c. Apprehension and prosecution of offenders.
 - d. Preservation of peace.
 - e. Enforcement of regulatory measures.
 - f. Enforcement of police policies.
5. A sergeant shall assist the Captain of Police with inspection and general supervision of all public places within the department's jurisdiction and cause laws, ordinances and policies concerning their operation to be enforced.
 6. A sergeant shall be diligent in enforcing the observance of high ethical standards in the performance and conduct of department personnel.
 7. A sergeant shall inspect field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with his/her responsibilities.
 8. When beginning a tour, the sergeant shall secure all information pertinent to the proper conduct of business from the sergeant or shift supervisor of the preceding shift and at the conclusion of his/her tour, impart such information to his/her successor.
 9. A sergeant or shift supervisor shall examine all reports to insure conformity with the provisions of procedure for complete investigation and reporting.
 10. A sergeant or shift supervisor shall supervise and direct subordinates in investigations and in effective case preparation.
 11. The sergeant or shift supervisor shall thoroughly familiarize himself/herself with the area of his/her responsibility and all conditions or problems requiring police attention.
 12. Keep up to date on current developments in the law and police practices affecting his/her area of assignment.
 13. Evaluate the adequacy of present practices in the light of the same, and where change appears advisable, submit a written report suggesting same to his/her superior officer.
 14. Faithfully implement all orders received from superior officers. To this end thoroughly explain to subordinates the content of new orders that affect their responsibilities. Whenever uncertain of what is expected of

him/her or of officers under his/her command, request clarification from the superior officers.

15. Be accountable for the actions or omissions of officers under his/her supervision, which are contrary to departmental policy and could have been avoided if he/she had been properly executing his/her supervisory responsibilities.
16. Inform his/her superior officer of all significant events or developments affecting the command.
17. Sergeant or shift supervisors shall conduct periodical inspections of the arms, ammunition, uniform and other related items of assigned officers, promptly correcting and reporting defects to the Captain of Police.
18. Sergeants or shift supervisors shall be active in directing and instructing subordinates in the discovery and suppression of crimes.
19. Roll Call for Sergeants or Shifts Supervisors
 - a. Be present at the roll call at the beginning of the shift, unless otherwise ordered.
 - b. Assign the officers under his/her supervision to their zones.
 - c. Inform any officer that is not properly uniformed and equipped correcting the problem immediately.
 - d. If any officer is unfit for duty, promptly report it to the Captain of Police.
 - e. Inform all officers of pertinent information located in the roll call book, computer, etc. in order to assist them in the proper performance of their respective duties.
 - f. Ensure that the officers properly understand all matters announced at roll call.
20. The sergeant or shift supervisor shall be responsible for the condition and safety of the Public Safety Building and any substations during his/her tour of duty and operate his/her shift in the utmost safety, economy and efficiency.
21. The sergeant or shift supervisor shall exert every effort to satisfy the needs of citizens requesting service, assistance or information.

22. Where a subordinate commits a breach of the policies of the department, and informal corrective measures are adequate, the sergeant or shift supervisor may take such measures and submit a written report of the incident to his/her superior. Include in such report the complete details of the incident and all corrective measures he/she attempted.
23. Where a subordinate commits a serious breach of the policies of the department, he/she shall submit a "Disciplinary Action Report" detailing and citing the violations.
24. Perform all duties dictated by superior officers.
25. He/she shall insure the civil treatment and protection of rights for all persons coming into the scope of police authority.
26. On each tour of duty inspect and observe officers under his/her command to insure they are in their proper post and performing their respective functions.
27. Frequently respond to calls with officers to observe the manner in which the officers handle calls noting their degree of promptness, proficiency and confidence.
28. Whenever a serious incident occurs, immediately proceed to the scene, take command if necessary and supervise the officers.
29. Coordinate the on the street activity of the officers with personnel from other bureaus and units of the department and seek the assistance of these bureaus or units when needed.
30. An officer of this classification shall adhere to the position description of a police officer as outlined under the "Police Officer" section of this policy.

D. Detective – Detective Bureau

1. A detective shall collect sufficient facts and/or information to identify, locate, apprehend and successfully prosecute perpetrators of crimes.
2. He/she study and apply sound investigative techniques to the proper investigation of all cases coming to his her attention or assignment.
3. He/she shall properly collect, maintain and/or secure all evidence found in association with a crime.

4. Be familiar with known criminals and their associates. Know their general behavior patterns, their hangouts and/or residences and their modus operandi. Be alert for sources of information and cultivate them.
5. Investigate promptly and diligently all crimes assigned, utilizing all available resources. Upon receipt of the case immediately interview the complaints, victims and witnesses. When any person is interviewed or interrogated, identify himself/herself properly before any questioning.
6. Follow up all cases until there is a final disposition or the Detective Sergeant declares the case inactive.
7. Carefully prepare cases for court. Prepare the presentation of facts and insure that his/her witnesses appear. Obtain the court disposition of all cases in order to complete your case file and the Records Bureau can place a final disposition into records. Notify the evidence custodian of the disposition so the evidence can be handled appropriately.
8. He/she shall be responsible to his/her immediate supervisor for the proper and efficient performance of his/her duty.
9. He/she shall handle all cases the detective sergeant assigns.
10. A detective shall be subject to a call out on a case and will follow a schedule done by the detective sergeant. Substitutions are acceptable upon approval by the detective sergeant.
11. An officer of this classification shall adhere to the position description of a "Police Officer" as outlined in this policy.

E. Police Officer

1. A police officer shall be responsible for the efficient performance of his duties in conformity with the policies of this department.
2. A police officer shall exercise authority consistent with obligations imposed by law and be accountable to his/her superior officers, promptly obeying all legitimate orders.
3. He/she shall maintain harmonious relationships with his/her associates by courteous and considerate demeanor, guarding himself/herself against envy, jealousy or other unfriendly feeling and refraining from all unfriendly communications to their discredit.

4. He/she shall coordinate his/her efforts with those of other officers of the department so that their teamwork may insure continuation of purpose and maximum achievement of service program objectives.
5. A police officer shall be subject to recall at any time in case of special needs or emergencies. Ordinarily, superiors will establish the hours of duty. An officer shall respond punctually to all assignment.
6. A police officer shall familiarize himself/herself with administrative policy and execute the service program within his/her area of responsibility providing for:
 - a. Protection of life and property.
 - b. Prevention and suppression of crime.
 - c. Apprehension and prosecution of offenders.
 - d. Preservation of peace.
 - e. Enforcement of regulatory measures.
 - f. Enforcement of police policies.
7. He/she shall conduct themselves in accordance with high ethical standards, both on and off duty.
8. A police officer by study and research become familiar with advanced techniques and ideas designed to improve police performance.
9. He/she shall assist in the department's program for:
 - a. Improving efficiency and cooperation in areas of common responsibility.
 - b. Advancing the public relations program for promoting public confidence and support.
 - c. Proper and economical use of departmental property and equipment.
10. A police officer shall acquire and record information concerning events that have taken place since his/her last briefing and be attentive to instruction.
11. He/she shall report for duty at specified times, physically fit, neatly and properly groomed and with prescribed equipment. He/she shall fall in for roll call or some other place designated by the supervisor before his/her

tour begins. He/she shall record in a notebook all pertinent information necessary for the proper execution of duties. He/she shall stand personal inspection, which shall include his/her person, uniform, and equipment when ordered to do so by their supervisor before being dispatched to duty.

12. He/she shall, unless otherwise ordered, report to his/her supervisor for dismissal at the conclusion of his/her tour of duty.
13. He/she shall record his/her activity during his/her tour of duty in the prescribed manner.
14. A police officer shall inspect all public and licensed places within his/her area of responsibility and enforce the laws, ordinances and policies concerning their operation.
15. He/she shall devote the maximum possible time to the performance of his/her basic duties remaining in the police department or office only when necessary.
16. Before the beginning of his/her tour of duty, he/she shall inspect the vehicle assigned for his/her use and report any damage, deficiency, found articles or untidiness to the **shift supervisor. In those cases where undocumented damage has occurred the shift supervisor shall email the Captain of Police Administration.**
17. During his/her tour of duty he/she shall use the vehicle assigned to him/her in the most safe and economical manner avoiding hazardous, careless or pointless operation. All officers shall use the safety restraint system at all times.
18. He/she shall promptly report, on prescribed forms, all accidents involving the vehicle assigned for his/her use.
19. A police officer shall maintain his/her arms and equipment in a functional, presentable condition, promptly correcting and reporting defects to his/her supervisor.
20. When assigned to duties in the police department or substation he/she shall diligently perform the functions necessary to its efficient and economical operation.
21. He/she shall make reports of crimes, vehicle accidents and any other incident in conformity with the procedure for their accurate and complete preparation.

22. He/she shall receive, serve, prepare and return citations, warrants and documents providing information to enable subsequent service if unable to serve.
23. He/she shall exert every effort to satisfy the needs of citizens requesting service, assistance or information and courteously explain any instances where jurisdiction does not lie with the police department, suggesting procedures to be followed.
24. He/she shall insure the civil treatment and protection of rights for all persons coming into the scope of police authority.
25. He/she shall be accountable for securing, receiving and proper transport of evidence and property coming into police custody.
26. A police officer shall be diligent in his/her efforts to discover and suppress all criminal activity and reporting it.
27. A police officer shall enforce traffic laws, ordinances and relieve conditions interfering with the safe and expeditious movement of vehicles and pedestrians. He/she shall be alert to the needs for improvement in traffic control and report defective signs, signals and devices.
28. He/she shall be sensitive to the conduct of juveniles and the existence of hazards affecting them.
29. He/she shall be alert to group tensions of all kinds, notifying his/her superiors and preventing disorder.
30. A police officer shall be alert to conditions tending to cause/create crime, take preventative action and notify superiors. He/she shall inform the public of conditions they can correct to prevent crime.
31. He/she shall determine the security of business places after the normal working hours, he/she shall inspect buildings reported unoccupied to see that they are secure. If evidence of tampering or entry is found, he/she shall immediately summon aid to search the premises and apprehend the suspect[s].
32. He/she shall examine any person whom with articulate reasonable suspicion believes to be engaged in unlawful activity.
33. He/she shall note and record the license numbers and descriptions of vehicles when there is reasonable suspicion to make an investigation.

34. He/she shall familiarize himself/herself with his/her area of assignment and conduct a diligent patrol, accentuating prevention by giving particular attention to locations/areas most susceptible to the occurrence of crime.
35. A police officer shall familiarize himself/herself with the location of the police, fire and public communications facilities in his/her area of assignment.
36. He/she shall confine his/her patrols to the area assigned. If required to leave for any reason, he/she shall notify their supervisor at the time he/she leaves or if this is impractical as soon as possible.
37. Upon discovery of a crime, he/she shall promptly apprehend the offender, either through individual effort or by utilization of departmental resources. When pursuit or apprehension is not feasible, he/she shall make a thorough investigation and speedily relay information to other units or agencies to enlist their aid.
38. He/she shall conduct a thorough investigation of all offenses within his/her areas of assignment and scope of activity. He/she shall collect evidence and record data, which will aid in identification, apprehension and prosecution of offenders and the recovery of property.
39. Any failure to detect crime, cope with traffic conditions or prevent repetition of disorder by all possible appropriate action within his/her area assignment shall be prima facie evidence of negligence.
40. He/she shall provide prompt and adequate assistance to all sick, injured or destitute persons.
41. He/she shall be alert to the cities responsibilities to keep public highways, streets, avenues, alleys, sidewalks, public grounds, bridges, viaducts or any other public access open to repair and free from nuisance.
42. He/she shall promptly report streetlight and traffic outages and defective fixtures and signs.
43. He/she shall note conditions, which adversely affect the appearance, safety and health of the community, enforce applicable laws, ordinances, and policies and/or making referrals to agencies having primary responsibility.
44. When detailed at any assemblage of people he/she shall be alert to prevent disorder, damage, to property or damage to other persons.

He/she shall assist in establishing and maintaining limits when necessary, facing the gathering of people. He/she shall direct his/her attention to the control of the assemblage, and shall prevent interference with the functions of official agencies or the progression of the event, which provided the attraction.

45. When in uniform he/she shall assist in the movement of vehicles operating under emergency conditions.
46. He/she shall intelligently and thoroughly investigate each case assigned to him/her, initiating the investigation by prompt contact with the complainant. He/she shall keep interested units advised of information developed.
47. He/she shall use every legal means at his/her disposal to detect and solve crime and prosecute offenders, thoroughly investigating all information received from any source.
48. He/she shall study and apply sound investigative techniques and improve his/her effectiveness by attention to:
 - a. Use of records and reports.
 - b. Conduct interviews.
 - c. Cultivation of informants
 - d. Development and perception.
 - e. Proper collection, identification, analysis, preservation and presentation of evidence.
49. He/she shall keep detailed records of his/her investigations and promptly execute all other reports required by police policy.
50. He/she shall prepare all cases assigned to him/her in such a way to insure the best possible presentation of the facts to the courts.
51. He/she shall learn the rules of evidence and court procedure and develop skills, which will enable him/her to be an effective witness.
52. He/she shall serve all legal papers assigned to him/her and execute required returns.
53. He/she shall actively cooperate the District Attorney and/or State or Federal Attorney to prepare cases for trial.

54. He/she shall perform other duties as needs dictate.
55. An officer shall become familiar with all Federal and State criminal laws, State vehicle code and all local ordinances and bring justice to all persons who violate such laws and/or ordinances.
56. He/she shall conduct a minimum of two foot patrols per shift when feasible.

F. School Resource Officer [SRO]

1. Foster, develop and maintain open lines of communication to achieve a positive and safe learning environment between students, faculty, parents and police officers.
2. Organize, develop and present in a classroom setting individualized lessons and materials as per the guidelines mutually agreed upon by police and school officials.
3. Formulate positive crime prevention programs aimed at young persons with school officials. Develop and implement periodic programs for youth.
4. Serve as a school liaison officer providing guidance on ethical issues in the classroom setting, providing individual counseling to students and explaining the role of law enforcement.
5. Properly channel disclosure information regarding sexual abuse or other sensitive confidential matters to the proper investigative/social agencies.
6. Promote and maintain a safe and drug free environment within the Johnstown City School System.
7. Enforce the Juvenile Act within Title 42 of the Pennsylvania Judicial Code with special emphasis upon the enforcement of laws pertaining to:
 - a. Possession, use or sale of controlled Substances including alcohol, cigarettes and drugs.
 - b. Weapons violations.
 - c. Truancy Laws.
 - d. Assaults committed by or upon students.
 - e. Children at risk of destructive behaviors in a crisis situation.

8. Provide a direct police link between all Johnstown schools and the police department maintaining regular and close contact with existing police resources.
9. Provide traffic control and parking lot monitoring before and after school.
10. Provide police work for the city during summer and school vacations as directed by the Police Chief.
11. Complete statistical information to be used for problem oriented police evaluations.
12. Maintain and expand the good will and positive student contact established throughout the system through involvement with youth and visibility to the student body.
13. Assist and advise in security matters regarding school district properties.
14. Communicate and collaborate with social services and other agencies as it relates to juvenile issues, probation, truancy and child protection.
15. Perform other functions and duties as assigned by proper authority.

Effective Date: October 21, 2017

By Order Of:

A handwritten signature in black ink, reading "Robert F. Johnson". The signature is written in a cursive style with a large, prominent initial "R".

Robert F. Johnson
Chief of Police

Revised October 20, 2017