

Bethlehem Police Officer Job Description

Police Officer--Authority and Responsibilities. Every sworn member of the Bethlehem Police Department is a Police Officer, regardless of rank, position or specialized assignment (Patrol, Community Services, Traffic, etc.). Police Officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, preservation of the public peace, apprehension of criminals, and calls for service. They will perform these duties as prescribed in the Department orders, standard operating procedures, directives, and as directed by their supervisors. In addition to these, and the general and individual responsibilities of all members and employees, Police Officers are responsible for the following:

1. Report promptly for duty at the designated time and place, in proper uniform for assignment and inspection. Listen attentively to orders and instructions from his supervisors, and make written memoranda of such information as necessary and promptly report to his assignment upon completion.
2. Enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons; and maintain peace and order within the City of Bethlehem.
3. Develop and maintain a working knowledge of the relevant federal, state, and local laws, statutes and ordinances in order to ensure action in accordance with legal requirements.
4. Develop and maintain a working knowledge of judicial case law in the areas of search and seizure, arrest, self-incrimination, right to counsel, interrogation and confessions, and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.
5. Operate a police vehicle within assigned geographic area at the direction of supervisor according to standard police techniques and strategies in order to deter and detect criminal activity.
6. Investigate the activities of suspicious persons as encountered or upon citizen complaint using standard police techniques and in conformance with the legal requirements in order to determine the identity, activity, and reason for the presence of the suspicious person.
7. Remain alert to the needs of citizens and take the appropriate action to maintain order and protect life and property.

8. Investigate all complaints on or near his area which are assigned to him or which are brought to his attention by citizens. He shall take suitable action in those cases which come under his jurisdiction or refer them to the proper authority.
9. Issue citations for violations of the Pennsylvania Vehicle Code and local ordinances as observed or determined in conformance with legal requirements and department policies and procedures in order to ensure conformity with traffic laws and to prevent traffic accidents.
10. Direct vehicular traffic as required in order to ensure a safe, orderly flow of traffic.
11. Execute warrants or serve summonses in conformance with legal requirements and Department policies and procedures in order to comply with court orders.
12. Question suspects in accordance with legal requirements and Department policies and procedures using standard interrogation techniques and strategies in order to obtain information and/or a confession in reference to criminal activity.
13. Search individuals and their personal property after taking them into custody in compliance with legal requirements and Departmental policies and procedures using standard police search techniques to ensure the safety of the officer, other Department personnel, and the detainee.
14. Incarcerate arrested persons as required in accordance with legal requirements and Department policies and procedures using standard police techniques in order to detain arrested persons pending further investigation and/or processing through the criminal justice system.
15. Counsel juveniles and adults and when deemed appropriate, and refer them to the person or agencies where they can obtain further assistance.
16. Perform preliminary and follow-up investigations of criminal offenses which are assigned to him or brought to his attention and continue investigating such criminal offenses if assigned.
17. Assist any other officer in the preliminary or follow-up investigation of a case.

18. Appear, on time, at all required court or any other required proceedings as a result of official police actions or activity. Also, assist prosecuting attorneys in the preparation of court cases and, when required, testify at all judicial or other proceedings.
19. Maintain a professional decorum and display a proper attitude in all dealings with citizens, supervisors and other department personnel.
20. Promptly and properly prepare and submit the required reports and documents as a result of any official assignment or investigation.
21. Properly attend and successfully complete assigned training courses.
22. Make presentations and speeches to community organizations and groups, as assigned.
23. Assist in the securing of crime scenes and in the gathering and processing of evidence.
24. Maintain an open relationship with area law enforcement officers/agencies in order to exchange information and to facilitate cooperative efforts.
25. Pay strict adherence to all radio transmissions.
26. Utilize a community policing philosophy in problem solving when dealing with all aspects of assigned duties.
27. Be able to give credible testimony in a court of law or other proceeding.
28. Perform physical actions in order to apprehend and control suspects.
29. Operate required equipment.
30. Qualify with required weapons and other equipment or devices.
31. Obtain, read, and have a working knowledge of all relevant Department directives.
32. Provide residents and businesses with a highly visible and proactive police presence by patrolling foot, bicycle, or motor vehicle.
33. Identify on-going problems, conduct follow-ups, and implement corrective measures.

34. Arrest and prosecution of adult and juvenile criminal offenders.
35. Gather intelligence information, and forward this information to the proper division or agency.
36. Familiarize themselves with the residents and businesses within their area of patrol. This shall be accomplished by personal contact while on patrol as well as attending regularly scheduled community meetings and events when required.
37. Work with the various social agencies and schools that serve the community.
38. Respond to calls for service within their assigned areas or any other area within the City as directed.
39. Supplement other Divisions when required.
40. Patrol parks and recreational areas enforcing laws and ordinances.
41. Coordinate and implement citizen volunteers, facility tours, and the civilian academy when required.
42. Administer and supervise the school crossing guard and school safety function when assigned.
43. Conduct runaway investigations when assigned.
44. Liaison with Bethlehem Housing Authority (BHA) and Housing and Urban Development (HUD) personnel.
45. Maintenance and inventory of assigned equipment.
46. An officer temporarily filling the position of a supervisor in an acting capacity, shall be vested with all the authority and responsibilities of the supervisor, but the acting officer shall not interfere with, or countermand, or modify the orders previously issued by the supervisor, except in extreme emergency.
47. Provide any service that is necessary for the furtherance of the Department's mission and objectives.
48. Perform other duties as assigned.