



# Brookhaven Borough Job Description Part-Time Police Officer



## Job Specifics

<b><u>Employer:</u></b>	<b>Brookhaven Borough</b>	<b><u>Department:</u></b>	<b>Police</b>
<b><u>Title:</u></b>	<b>Part-time Police Officer</b>	<b><u>Union Affiliation:</u></b>	<b>N/A</b>
<b><u>Reports To:</u></b>	<b>Police Chief</b>	<b><u>FLSA Classification:</u></b>	<b>Non-exempt</b>
<b><u>Salary:</u></b>	<b>\$24.37 hr.</b>	<b><u>Benefits:</u></b>	<b>N/A</b>
<b><u>Revision Date:</u></b>	<b>August 21, 2019</b>	<b><u>Schedule:</u></b>	<b>As required by Department</b>

## Position Background

The Brookhaven Police Department's mission is to establish and/or enhance long-term sustainable relationships with the community based on trust while protecting and safeguarding persons and property of all who live, work or visit Brookhaven Borough.

This part-time position of Police Officer will faithfully adhere to this mission statement and perform their duties with the utmost professionalism at all times. Everything matters!

## Essential Duties & Responsibilities

- Patrol the Brookhaven Borough in order to maintain a peaceful place to live, work and visit.
- Detect, prevent and deter criminal activity via enforcement of local and State crime and traffic regulations.
- Respond to and properly handle calls for service involving a full array of summary offenses, misdemeanors and felonies.
- Investigate crime and accident scenes, administer first aid, conduct preliminary investigations, identify and preserve physical evidence, locate witnesses, makes arrests and prepare and submit detailed written reports.
- Prepare evidence to substantiate issuance of criminal complaints; serve criminal processes, including warrants and subpoenas; testifies as a witness in court; appear and testify in civil actions, as required.
- Performs tasks and assignments as required by the Police Chief or any other designated as Officer in Charge.

## Minimum Qualifications

- Act 120 training and certification is required.
- Graduation from a standard high school or acceptable GED equivalency with transcripts.
- Be 21 years of age or older.
- Must possess a valid Driver's License.
- If served in the military, provide a copy of DD214.
- Be of good moral character and a person of integrity.
- Physically capable of basic job-related police functions and tasks.
- Must undergo criminal records check (Not Convicted of any Misdemeanor or Felony)
- Must successfully pass a complete background investigation (to include but not limited to medical/drug screening, psychological, polygraph examination etc.).

## Core Competencies

### OUR MINDSET:

**We are adaptable, innovative and forward thinking.**

We are open to and positive about change. We anticipate the changing needs of the communities we serve. We are outward-looking and forward-thinking, and approach situations with a sense of curiosity oriented towards problem solving. We seek to continuously improve the way we work to achieve better outcomes.

**We are solution-focused.**

We critically analyze situations (including evidence, goals, constraints and risks) to identify solutions and make sound decisions. We gather information as needed, develop and weigh alternatives, and choose the best course of action.

### OUR CONNECTIONS:

**We are service and community-focused.**

We understand the people we serve and show an active commitment to improving their well-being over the long term.

**We work collaboratively.**

We collaborate with others to create safe communities and an efficient and effective Brookhaven Police Department. We build and maintain collaborative internal and external relationships and partnerships by being open to others' ideas, goals and perspectives.

### OUR DEVELOPMENT:

**We develop ourselves and others.**

We take ownership for pursuing our own learning and development, and actively encourage and support the development of others.

**We lead and inspire.**

We engage, inspire and motivate our people by creating a positive work environment, helping others understand how they contribute to the success of the Department via our core values.

## OUR IMPACT:

### **We are emotionally intelligent.**

We strive to understand ourselves and others. We actively listen to the needs, perspectives and concerns of others, and use this understanding to respond in an emotionally intelligent manner. We recognize and value differences in background, thinking, and approaches to work.

### **We are accountable and deliver results.**

We set high standards for ourselves and others. We behave with integrity, and take ownership and responsibility for our own actions and those of others to achieve the best outcomes for the Department and the community we serve.

## Physical Requirements

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include, but is not limited to, the following: frequent sitting for extended periods of time, twisting, reaching above the shoulder, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Occasional kneeling, bending, stooping and squatting may be required of this position. Must be able to communicate and be understood clearly. May be required to lift or move heavy objects such as an officer's bodyweight.

## Disclaimer

*Please note:* Management reserves the right to add, modify, change or rescind work assignments as needed. The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

To Apply:

Resumes will be accepted at the Brookhaven Police Department Monday-Friday, 8am-4pm , beginning Monday 08/26/2019 until Friday 09/06/2019.

**Application Deadline: Friday 09/06/2019 @ 4pm.**

*The Brookhaven Borough Police Department is an Equal Opportunity Employer.*