



**SPRINGFIELD TOWNSHIP POLICE DEPARTMENT**  
Wyndmoor, Pennsylvania

**Policy 5-07**

**Policy Title:** Job Descriptions

**Date of Issue:** December 1, 2022

**Rescinds:** None

**By Authority of:**

**Chief of Police**

**I. Purpose**

This policy shall provide for the establishment, maintenance, and availability of job descriptions of every component of the Springfield Township Police Department.

**II. Policy**

It is the policy of the Springfield Township Police Department to adhere to each job description in relation to work functions.

**III. Job Description Establishment, Maintenance, and Availability**

- A. The Springfield Township Police Department maintains job descriptions covering all employees.
- B. Each employee is issued the job description for their position.
- C. Job descriptions of all Springfield Township Police Department personnel are available for review by all agency personnel through this policy.

**IV. Job Description Details**

The following job descriptions are attached to this policy:

- A. Lieutenant
- B. Sergeant

- C. Detective
- D. Corporal
- E. Police Officer
- F. Evidence Custodian
- G. Administrative Assistant



## SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

### JOB DESCRIPTION

### POLICE LIEUTENANT

#### I. POSITION SUMMARY:

This is a command position directing the police operations and administrative functions of the police department.

This position reports to the Chief of Police.

#### II. RESPONSIBILITIES:

- Plan, organize, participate, and delegate, as necessary, all police operations and support functions to ensure the security and safety of the community and police officers.
- Assist in developing department objectives and ensures supervisors and officers are aware of and meeting the objectives.
- Monitor or analyze criminal activity, traffic problems, and quality of life issues within the community and ensures supervisors implement strategy to address problems.
- Prepare work schedules for all personnel and monitors scheduling to ensure personnel are in place to properly protect the community.
- Review and evaluate all police reports and paperwork to ensure performance with qualitative and quantitative standards. As assigned, manage the records management process.
- Conduct any internal investigation as ordered by the Chief of Police, and recommends discipline.
- Report or act upon any safety condition observed.
- Ensure all supervisors perform tasks in assigned areas to include crime analysis and strategy implementations within department policies and procedures.
- Communicate clearly with, and assist in, problem solving with supervisors, employees, and the Chief of Police.
- Record all complaints against police personnel and reports them to the Chief of Police.

- Ensure all criminal history information, intelligence, and related police reports are secured within the department and properly stored.
- Ensure all officers have proper training and equipment to safely and efficiently perform their duties. Coordinate the purchase and / or maintenance of all equipment through the approved purchasing process.
- Assist in research and development of new technology and / or policies and procedures that may benefit the community or department.
- Take an active role in maintaining partnerships with members or groups within the community.
- Ensure policies and procedures are adhered to by all members of the department and recommends disciplinary action, when necessary.
- Ensure all provisions of the Collective Bargaining Agreement or other contracts are adhered to.
- Perform such other work as the Chief of Police requires.

**III. KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED:**

- At a minimum, all Lieutenants must remain in compliance with Springfield Township First Class Township Code prerequisites.
- Demonstrate an ability to supervise and carry out orders.
- Must have working knowledge of police administration and principles of leadership.
- Must possess excellent communication skills with the ability to motivate subordinate personnel.
- Must be familiar with the Criminal History Record Information Act (CHRIA) and PA Open Records Law.
- Must maintain certification pursuant to Act 120.

**IV. Working Conditions:**

Work is performed indoors and outdoors during inclement weather conditions. Work involves extreme safety hazards which are controlled for by safety policies, procedures, and extensive training. Such hazards include responding to life-threatening situations and pursuing armed or dangerous suspects. Work requires 24-hour on-call status, as assigned.





## SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

### JOB DESCRIPTION

### POLICE SERGEANT

#### I. POSITION SUMMARY:

This is a supervisory position responsible for directing the police officers and detectives. As assigned, may develop training profiles, coordinate training, accreditation, assist with media relations, and assist the Lieutenant with administrative duties.

Sergeants pursuant to the assignment will report to the Lieutenant, or in some cases, report directly to the Chief of Police.

#### II. RESPONSIBILITIES:

- Hold roll call. Ensure that officers' equipment, including uniform, are presentable and in proper condition. Review all activity reports including mapping, and communicate department information to officers.
- Ensure officers understand policies, procedures, and proper use of equipment, including computers, booking systems, and all specialized equipment.
- Ensure officers participate in achieving department goals and objectives. Evaluate officer performance, as required.
- Develop performance improvement plans for officers not participating in achieving goals.
- Evaluate quality of officers' work by reviewing reports for completeness and accuracy. Ensure follow-up investigations are completed in a timely investigative fashion.
- Promote community policing with emphasis on concept of problem-oriented policing.
- Monitor criminal activity, traffic issues, and quality of life issues within the community, implementing proactive strategies to address the activity.
- Initiate disciplinary action as required by policy or an officer's action.
- Report or act upon any safety violation observed.

- Sergeants assigned as the coordinator of training, media, or accreditation will function pursuant to policy, accreditation standards, or as required by the Chief of Police.
- All Sergeants are police officers and may investigate violations of vehicle / criminal law or local ordinances. They may document and prosecute criminal / vehicle codes, record information in accordance with policy, preserve evidence, and testify in court.
- The position of the Sergeant may assist the Lieutenant in the performance of the Lieutenant's duties.

**III. KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED:**

- At a minimum, all Sergeants must remain in compliance with Springfield Township First Class Township Code prerequisites.
- Must have working knowledge of police service and administration.
- Thorough knowledge of department policies and procedures, local, state, and federal laws.
- Must maintain certification pursuant to Act 120.
- Must have a valid PA driver's license

**IV. Working Conditions:**

Work is performed indoors and outdoors during inclement weather conditions. Work involves extreme safety hazards, which are controlled for by safety policies, procedures, and extensive training. Such hazards include responding to life threatening situations and pursuing armed or dangerous suspects. Work may require a call to duty at any time.



## SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

### JOB DESCRIPTION

### POLICE DETECTIVE

#### I. POSITION SUMMARY:

This position will perform criminal investigations and gather evidence for use in the apprehension and prosecution of criminal suspects, and may perform the duties of a police officer as necessary.

This position reports to the Detective Corporal.

#### II. RESPONSIBILITIES:

- When possible, attend roll call with patrol platoons to share information.
- Conduct and complete criminal investigations and files reports to document the investigation.
- Required to understand the Rules of Evidence, Pennsylvania Crimes Code, Pennsylvania Vehicle Code, Policies and Procedures, Township Ordinances and the Constitutional Rights of suspects and performs investigation within all guidelines and takes proper precautions for the safety of arresting or assisting officers.
- As needed, process crime scenes, photograph, examine, and gather evidence and conduct interviews and interrogations.
- Understand the proper use of computers and other specialized equipment.
- Promote community policing through problem-oriented policing concepts and proactively addresses quality of life issues within the community. Works closely with patrol in developing and implementing proactive, crime suppression strategies.
- Attend all mandatory training as required or other training necessary to update special certification or police officer certification.
- Must gather intelligence and seek and develop confidential sources of information.
- Conducts arrests and testify in court, as necessary.
- Report or act on any safety issues observed.

- Perform any and all assignments as directed by a supervisor, command officer, or Chief of Police.

**III. KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED:**

- Knowledge, skill, and / or ability in the following areas to a degree determined by the employer to be necessary for successful job performance.
  - All phases of criminal investigation and evidence gathering
  - Understand and follow oral and written instructions
- Ability to complete the required course of training for police officers established by the Municipal Police Officer Education and Training Commission.
- Must maintain Act 120 Certification.
- Must possess a valid PA driver's license.

**IV. WORKING CONDITIONS:**

Work is performed in a variety of indoor and outdoor settings sometimes during inclement weather conditions. Work involves extreme safety hazards, which are controlled for by safety policies, procedures, and extensive training. Such hazards include responding to life threatening situations and pursuing armed and dangerous suspects.



## SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

### JOB DESCRIPTION

### POLICE CORPORAL

#### I. POSITION SUMMARY:

This is a police officer / supervisory position. This position will perform all duties and tasks of a police officer under the general supervision of a police Sergeant and / or Command Officer. The position will assume the duties of a supervisor with the same authority under the following conditions:

- When a Sergeant is not available for duty or not working
- When ordered to perform supervisory duties by a Sergeant or Command Officer

When working as a police officer, will report to the assigned Sergeant. When working as a supervisor, will report to the assigned Command Officer.

#### II. RESPONSIBILITIES:

- Hold roll call. Ensure that officers' equipment, including uniform, are presentable and in proper condition. Review all activity reports including mapping, and communicate department information to officers.
- Ensure officers understand policies, procedures, and proper use of equipment, including computers, booking systems, and all specialized equipment.
- Ensure officers participate in achieving department goals and objectives. Evaluate officer performance, as required.
- Develop performance improvement plans for officers not participating in achieving goals.
- Evaluate quality of officers' work by reviewing reports for completeness and accuracy. Ensure follow-up investigations are completed in a timely investigative fashion.
- Promote community policing with emphasis on concept of problem-oriented policing.
- Monitor criminal activity, traffic issues, and quality of life issues within the community, implementing proactive strategies to address the activity.
- Initiate disciplinary action as required by policy or an officer's action.

- Report or act upon any safety violation observed.
- All Corporals are police officers and may investigate violations of vehicle / criminal law or local ordinances. They may document and prosecute criminal / vehicle codes, record information in accordance with policy, preserve evidence, and testify in court.

**III. KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED:**

- At a minimum, all Corporals must remain in compliance with Springfield Township First Class Township Code prerequisites.
- Must have working knowledge of police service and administration.
- Thorough knowledge of department policies and procedures, local, state, and federal laws.
- Must maintain certification pursuant to Act 120.
- Must have a valid PA driver's license

**IV. Working Conditions:**

Work is performed indoors and outdoors during inclement weather conditions. Work involves extreme safety hazards, which are controlled for by safety policies, procedures, and extensive training. Such hazards include responding to life threatening situations and pursuing armed or dangerous suspects. Work may require a call to duty at any time.





## SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

### JOB DESCRIPTION

### POLICE OFFICER

#### I. POSITION SUMMARY:

This position requires protection of people and property through enforcement of ordinances, laws, and traffic laws, suppressing criminal activity, and all other related or assigned duties.

This position reports to the assigned Sergeant.

#### II. RESPONSIBILITIES:

- Attend roll call, when possible.
- Uniformed officers are required to wear authorized uniform in proper manner, inspect vehicle and all equipment to ensure they are in proper working condition. Officers may be assigned to work in plain clothes.
- Required to understand the Pennsylvania Crimes Code, Pennsylvania Vehicle Code, and local ordinances, as well as, all policies and procedures and written orders and to perform duties within those guidelines.
- Required to write or record patrol logs, police incident reports, and crash reports, as well as any other required report.
- Understand the proper use of computers and other specialized equipment.
- Patrol an assigned area or sector when assigned, or performs directed or special assignments, as ordered, with an emphasis on proactive crime suppression strategies.
- Promote community policing through problem-oriented policing concepts and proactively address crime, traffic, or quality of life issues within the community.
- Attend all mandatory training as required or other training necessary to update special certifications or police officer certification. Must stay abreast of all information pertaining to changing laws.
- Required to make arrests for violations of criminal laws, traffic laws, parking laws, and Township ordinances, observing the rights of suspects, and take proper precautions for the safety of arresting or assisting officers.



- Attend and testify at all court proceedings, as necessary.
- Will conduct preliminary criminal investigations, major criminal investigations, traffic crash investigations, or any other investigations as ordered by a supervisor, command officer, or the Chief of Police.
- Report or act on any safety issue observed.
- Perform any and all other assignments as directed by a supervisor, command officer, or the Chief of Police.

**III. KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED:**

- Ability to complete the required course of training for police officers established by the Municipal Police Officer Education and Training Commission.
- Must maintain Act 120 Certification.
- Must possess a valid PA driver's license

**IV. WORKING CONDITIONS:**

Work is performed in a variety of indoor and outdoor settings sometimes during inclement weather conditions. Work involves extreme safety hazards which are controlled for by safety policies, procedures, and extensive training. Such hazards include responding to life threatening situations and pursuing armed or dangerous suspects. Work requires operating vehicles, bicycles, or walking.

This job summary includes, but is not limited to, the position's essential functions. Management retains the discretion to add or change the duties of the position at any time.



## SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

### JOB DESCRIPTION

### EVIDENCE CUSTODIAN

#### I. POSITION SUMMARY:

The Evidence Custodian is a part-time position that maintains, receives, inspects, documents, stores, and preserves all evidence and property collected by the Springfield Township Police Department. This position may be filled by a sworn or non-sworn member of the police department.

The Evidence Custodian reports to a police department supervisor, as determined by the Chief of Police.

#### II. RESPONSIBILITIES:

- Maintain, receive, inspect, document, store, and preserve all evidence or property.
- Collect, maintain, document, store, and properly dispose of found property.
- Maintain written records that reflect the chain of possession of the evidence / property during the time the evidence / property is taken into the custody of the police department.
- Maintain property / evidence under conditions that prevent loss or tampering.
- Research and confirm case status and arrange for accurate timely release and destruction of evidence.
- Handle evidence requests for the purpose of legal proceedings.
- Transport evidence to crime labs.
- Maintain a clear and orderly evidence / property storage facility.
- Maintain strict confidentiality in all law enforcement matters.
- Perform audits and inventories of evidence and property.
- Perform other duties as directed by the department.

#### III. KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED:

High school graduate, or GED recipient, with at least five years of experience as an evidence custodian, crime scene specialist, law enforcement officer, or in a government position whose primary responsibilities involve the handling and custody of evidence; or an Associate's or Bachelor's Degree in a law enforcement or related field, with three years of experience as an evidence custodian, crime scene specialist, law enforcement officer, or in a government position whose primary responsibilities involve the handling and custody of evidence is required.

- Knowledge of law enforcement operations and procedures is required.
- Knowledge of and training in accepted methods of evidence handling and storage is required.
- Ability to provide clear and accurate testimony in court proceedings is required.
- Ability to handle evidence in a manner that withstands the scrutiny of the court is required.
- Possession of a valid Pennsylvania driver's license is required.
- Proven computer skills including but not limited to data entry, word processing, and the internet is required.
- The ability to learn records and evidence management systems is required.
- Familiarity with Pennsylvania Law Enforcement Accreditation (PLEAC) standards is preferred.
- Proven ability to read, write, speak, and comprehend English is required.
- Proven ability to work as part of a team and collaborate successfully with others is required.

Employee must be able to pass a complete background investigation which includes a credit history. A pre-employment physical, including a drug screen, is required.



## SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

### JOB DESCRIPTION

### ADMINISTRATIVE ASSISTANT

#### I. POSITION SUMMARY:

This position performs specified routine clerical and administrative tasks. The accomplishment of which will relieve and assist sworn police officers in performance of their duties.

This position reports directly to the Chief of Police.

#### II. RESPONSIBILITIES:

- Act as the department receptionist and ambassador for persons coming into the police station using customer service as a guiding principle, determine needs, or desires of the person and refers the issue to the appropriate party.
- Perform a varied group of clerical procedures requiring addition or extraction of relevant information on reports, documents, forms and other records.
- Perform data entry of accident reports, citations, police reports, and other related police records.
- Oversee the operation of the records management system to include filing and retrieval of all official documents, records, offender files and any other related material pursuant to policy or law.
- Assist with the preparation of monthly department reports or any other statistical report.
- Assist the accreditation manager with gathering proofs of compliance with accreditation standards
- Work closely with the Right to Know Officer to ensure all requests for records are applicable to current law.
- Receive phone calls not processed by the automatic system, referring said calls to the appropriate individual. Handle inquiries at the counter and assist persons with relevant information on reports, accidents and other related records.
- Maintain police department office filing system according to standard practice.

- Must operate computer, typewriter, copy machine, fax and other related equipment after suitable training.
- Maintain sufficient supplies of all required forms and papers for the operation of the department.
- May be required to coordinate UCR reports, alarm violations, dispositions of court cases and citations, process fingerprint cards, parking tickets, enter warrants and process hearing notices.
- May be required to operate the Clean and NCIC terminal.
- May be required to type letters, memorandums or statistical reports when necessary.
- Obtains information, records messages, or any other information relevant to police business including vacation information.
- Relay emergency or crime in progress information to in-station personnel.
- When possible, assist with requests from department personnel for information, making notifications and such other tasks, which will assist police personnel in accomplishing their mission.
- Monitor station security systems and advise appropriate personnel when devices activate or suspicious activity occurs.
- Make entries or queries of county, state, or national computer systems as necessary, filing appropriate records or messages as policy and procedures require.
- When necessary, perform general office duties and / or document and file request, as needed.
- Take and transcribe notes from the Chief of Police as necessary in the operation of the department.
- Maintain employee personnel files, payroll, and other necessary records.
- Schedule and cancel appointments, receive requests for information, and take necessary action.
- Prepare complex clerical records and reports from a variety of material involving knowledge of department practices and procedures; composes and completes technical forms.
- Compile and organize statistical reports from department data according to layouts supplied by staff employees, or as required by State or Federal agencies.

- Assist in the preparation and current administration of the department budget.
- Serve as liaison with other departments of the municipality.
- Independently compose letters and memos or any required reports.
- Mail disbursement
- Any other duties that may be assigned.

**III. KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED:**

- Knowledge of English, spelling, and arithmetic
- Knowledge of office practices, customer service, and clerical tasks.
- Ability to operate computers, office equipment, and word processing software.
- Typing skills at a rate of speed and accuracy determined by the employer for satisfactory performance.
- Structure and operation of the records department.
- Extensive knowledge of department rules, regulations, procedures, and functions and the ability to apply these to work problems.
- Ability to work independently on difficult or complex clerical tasks.
- Ability to exercise judgment, courtesy and tact in answering questions from the public and making proper disposition of problems.
- Following of oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and members of the public
- Knowledge, skill and / or ability to the extent required for satisfactory performance as determined by the employer.
- May assist the Chief of Police at Township or other public meetings.

**IV. WORKING CONDITIONS:**

Work is performed in a normal office environment.

