

WOODSTOWN POLICE DEPARTMENT
25 West Avenue
Woodstown, NJ 08098

POLICE OFFICER ESSENTIAL FUNCTIONS
ACKNOWLEDGEMENT FORM

Last Name: _____

First Name: _____ Middle Name: _____

Residing At: _____ Since: _____
Street Apt. No

Municipality: _____ State: _____ Zip Code: _____

Day Phone Number: _____

Home Phone Number: _____

Date of Birth: _____ Place of Birth: _____

Social Security Number: _____

Current Occupation: _____

Attached is the list of essential functions police officers in this agency are expected to perform on a routine basis. Please review the attached list carefully. If you have any questions concerning those essential functions listed on the attached sheets, or your ability to perform those functions, please contact the Office of the Chief of Police. If you believe you are capable of performing these essential functions and wish to be further considered for the position of police officer, please sign and date this form below and return it along with the employment application to the Office of the Chief of Police. Retain the list of essential functions. If the selection process includes a written examination, you will be notified at least six weeks before the testing process is scheduled. The final selection process will include at least one formal interview. To move to the next level, you will be required to appear for fingerprinting, sign a waiver authorizing the release of necessary confidential information and to obtain the formal application for employment. You will have ten days to complete the formal application and return it to the Office of the Chief of Police. The hiring process will also include a medical and psychological examination for candidates receiving a conditional offer of employment.

A drug test will be administered at least once during the hiring or training process. All members of this agency are subject to random drug testing throughout their employment. A positive test for illegal drugs will result in dismissal and will bar future law enforcement employment.

Signature

Date

POLICE OFFICER-ESSENTIAL FUNCTIONS

- Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
- Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
- Ascend or descend stairs.
- Climb over, pull up over, and jump over obstacles.
- Jump down from elevated surfaces or areas.
- Climb or crawl through openings.
- Crawl under obstructions or in confined areas.
- Balance on uneven or narrow surfaces.
- Use body force to gain entrance or break through barriers.
- Push objects, vehicles, or persons.
- Pull objects or persons.
- Lift and carry objects or persons.
- Drag objects or persons.
- Sit or stand for extended periods of time.
- Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power.
- Swim.
- Operate a motor vehicle, during the day or night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain ice, or snow.
- Detain individuals.
- Stop suspicious individuals and vehicles.
- Pursue fleeing suspects, in a vehicle or on foot.

- Disarm persons.
- Restrain or subdue resisting suspects.
- Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
- Conduct visual and audio surveillance.
- Perform law enforcement patrol functions, on foot or in a vehicle.
- Issue summonses.
- Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
- Observe, record, recall, and report incidents and information.
- Operate radar equipment.
- Administer field sobriety tests.
- Operate a fire extinguisher.
- Fingerprint, photograph, and videotape individuals, objects and scenes.
- Transport citizens, prisoners, and committed mental patients, using handcuffs and other restraints, when appropriate.
- Work rotating shifts and adapt to irregular working conditions.
- Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
- Identify, collect, label, and preserve evidence.
- Secure the scene of a crime, emergency, or disaster.
- Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss or injury.
- Control crowds.
- Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
- Perform rescue and support functions at the scenes of accidents, emergencies and disasters.
- Administer emergency first aid.

- Physically check buildings, including doors and windows, to insure they are secure.
- Remediate hazardous conditions by direct action or notification of appropriate authority or agency.
- Perform searches of people, vehicles, buildings, and large outdoor areas, which may involve seeing, feeling, and detecting objects, and walking for long periods of time.
- Search for missing, wanted, or lost persons and evidence.
- Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
- Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
- Understand and follow orders, policies and procedures.
- Accept direction and function cooperatively as one member of a unit.
- Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
- Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits and warrants.
- Communicate effectively and coherently over telephone, walkie-talkie, or radio, initiating or responding to verbal communications.
- Communicate effectively in court and in other formal settings.
- Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes, and procedures.
- Communicate effectively with individuals in an agitated or distraught condition.
- Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
- Mediate disputes and confrontations with hostile and potentially violent individuals.
- Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions concerning choice and equipment.

- Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.
- Endure verbal, mental, and physical abuse, including threats, taunts, and insults to self, family, and fellow officers.
- Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings; with crime victims, accident victims, disaster victims, and their families; with incidents of suicide and domestic violence.