

# Borough of Rockledge Office

121 Huntington Pike  
Rockledge, PA 19046

Office: 215-379-8572 Fax: 215-379-8806



## Rockledge Police Department

Job Description

Position: Police

Detective Status: Part-Time

### SUMMARY

Under the direction of the Police Chief, the Police Detective is responsible for a variety of investigative, evidence and administrative functions in compliance with state and local requirements and ensures that certain police services are provided effectively and efficiently. The Police Detective is an important member of our Rockledge Police Team.

The person in this position of trust shall demonstrate a high level of personal integrity and professional conduct, and one who is familiar with handling criminal and non-criminal investigations and law enforcement-sensitive information. This person shall develop and maintain relationships with officers, elected officials, and most importantly, the public. This person shall be familiar with using IT systems and police-related technology to handle administrative functions for the department under the direction of the Police Chief.

This person shall be expected to support the Mission Statement of the Rockledge Police Department. The person in this position shall gain experience in police investigations and administration at the borough government level. The ideal candidate shall be able to expand beyond the essential daily functions of the job, as needed and when directed.

Rockledge Borough borders the City of Philadelphia to the north, east and south sides and is surrounded by Abington Township to the north, west and south sides. This person shall maintain professional working relationships with the Philadelphia Police Department and Abington Police Department. This person shall also do the same with the Lower Moreland Police Department, Cheltenham Police Department, Septa Police Department, Montgomery County District Attorney's Office (including detectives), Montgomery County Department of Public Safety, Montgomery County Coroner's Office, the Montgomery County Office of Children & Youth (including Mission Kids Advocacy Center), Pennsylvania (PA) Attorney General's Office (including investigators), and PA State Police (including Criminal Investigations Division)

The person shall have prior experience as a police detective, criminal investigator or patrol investigator and be certified or re-certified within 90 days according to requirements as established Municipal Police Officers Education & Training Commission (MPOETC) for all sworn law enforcement in the Commonwealth of PA.

This person shall be required to undergo an extensive background investigation in accordance with Pennsylvania Act 57, as it amends Pennsylvania Title 44.

## **SUPERVISION RECEIVED**

Work is performed under the general direction and supervision of the Police Chief.

## **ESSENTIAL FUNCTIONS**

- **Detective Tasks**
  - Handle and investigate criminal cases, as assigned by the Police Chief
  - Conduct interviews and interrogations (including custodial, non-custodial)
  - Process crime scenes and collect evidence (fingerprints, DNA, blood, saliva, items of evidentiary value); can sometimes include on-call work
  - Record police reports directly, when necessary, and enter them into the department's Aleis Record Management System (RMS)
  - Assist officers with criminal cases that they are investigating
  - Evidence management to include but not limited to the following:
    - Maintain and organize storage of evidence
    - Transportation of evidence to and from labs for analysis
    - Destruction of evidence that is no longer needed for court
  
- **Administrative Tasks**
  - Using Record Retention Manual, provide a list of records eligible for destruction no longer of value to the police department or the courts.
  - Serve as the Reports & Integrity Control Administrator.
  - Advertise information to the public (alerts, bulletins, prevention).
  - Serve as the alternate MPOETC Administrator for the Training & Certification System, when necessary.
  - Review, return and approve police reports for officers in the RMS.
  - Review police reports for proper Uniform Crime Reporting (UCR) coding or non-UCR classification.
  - Create Monthly Police Report to Borough Council.
  - Upload monthly UCR, Use of Force and Hate Crime reports to Pennsylvania UCR online portal.
  - Serve as the Commonwealth Law Enforcement Network (CLEAN) Administrator/ Liaison to CLEAN Section of the PA State Police
  - Inventory and order investigative resources (tools, supplies).
  - Review materials posted on departmental property, including social media accounts to ensure information is timely, relevant, and in accordance with departmental standards.
  
- **Communication**
  - Work collaboratively with the Police Chief on public releases.
  - Monitor and respond to shared departmental email inboxes.
  - Handle in-person walk-up services at the police station which require direct assistance from the police detective.
  - Update the police department webpage, if requested to do so.
  - Post to the department Facebook page, if requested to do so.
  - Attend Council and public meetings with the Police Chief, as needed.
  - Work with residents and business owners to target-harden properties and businesses, respectively, via surveillance and access control systems.

## QUALIFICATIONS

- Must possess good communication and analytical skills, verbally and in writing, and shall be able to communicate clearly and professionally.
- Must have the ability to thrive in an office setting with interruptions to workflow; multi-tasking while receiving directions can be required.
- Must possess filing (electronic and hard copy) and archiving skills.
- Must have the ability to maintain working relationships with the Police Chief, police officers, Borough staff, elected officials and contracted employees.
- Must be able to deescalate confrontations with the public with a patient yet firm professional demeanor in the workplace.
- Must be able to learn administrative procedures, such as directives, Police Chiefs orders, Aleis RMS, Accu-Pay.
- Knowledge and competency with Microsoft Office Suite, including Excel within a Local Area Network is required.
- Must be able to get Security Awareness Training certification (CJIS online) for the CLEAN and National Crime Information Center.
- Must have experience with handling JNET-related information and ability to get JNET certifications.
- Must be familiar with the Criminal History Records Information Act (CHRIA).
- Must have experience with the J-Held System to meet compliance standards per the PA Juvenile Act, including the 6-Hour Rule, as monitored and managed by the PA Commission on Crime & Delinquency.
- Ability to maintain MPOETC certification via MIST classes, First Aid & CPR training, annual firearms re-certification and Use of Force & Controls Tactics training, including ASP and taser qualifications.
- High school diploma or equivalency required; some college preferred.
- Prior experience as a police detective, criminal investigator, or patrol investigator.

## PHYSICAL REQUIREMENTS

- Ability to sit for up to two (2) hours at a time, stand for a minimum of one (1) hour at a time and be able to ascend/descend stairs.
- Ability to bend, stoop, squat, reach above shoulder level, crouch, kneel, lift, and push and pull for up to 25% of the workday and when required to process crimes scenes, and when needed to collect, store and transport evidence.
- Ability to work indoors in an office setting with artificial and natural light.
- Ability to use a telephone, computer, and mobile devices.
- Flexibility to work up to 29.5 hours per week and/or 129.5 hours per month.

### Prepared and submitted by:

John Gallagher  
Chief of Police  
Rockledge Police Dept.

### Reviewed by:

Bryan Poster  
Borough Manager  
Rockledge Borough