

TOWNSHIP OF LOWER MERION POLICE DEPARTMENT

2.1.2 - DUTIES and RESPONSIBILITIES

1.000	SUPERINTENDENT OF POLICE shall:
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- 1.001 Be the chief executive officer of the police department, and shall have control of the assignments and transfers of all police officers, supervisors and employees in the department under such rules and regulations as the Board of Commissioners and Township Manager prescribes and/or approves.
- 1.002 Exercise authority commensurate with assigned responsibilities and issue policies, procedures, and personnel orders as may be required for the proper administration of the department.
- 1.003 Organize, direct and control all resources of the police department for the most efficient discharge of its duty. To preserve the peace, protect persons and property, and obey and enforce all of the Township Codes of Lower Merion Township and the criminal and traffic statutes of the Commonwealth of Pennsylvania and the United States of America.
- 1.004 Develop the organizational structure of the police department in accordance with professional accreditation standards, and, by consideration of sound span of control principles, integrate related activities under control of intermediate supervisors and hold them accountable for effective conduct of such activities.
- 1.005 Plan and execute a police service program designed to prevent and repress crime, apprehend and prosecute offenders, recover property and regulate non-criminal conduct.
- 1.006 Through liaison with the Civil Service Commission, Township Manager and Township Department of Human Resources, devise acceptable procedures for the selection, promotion and discipline of sworn and non-sworn personnel.
- 1.007 Work for the enactment and strengthening of statutes and ordinances for the restraint of criminal activities.
- 1.008 Cause an adequate and progressive program of employee training to be organized and conducted.
- 1.009 Formulate techniques for recognizing outstanding performance by department employees.
- 1.010 Continually strive to improve employee working conditions in order to achieve maximum efficiency and morale.

- 1.011 Establish the department's mission, philosophy, and values, and maintain high ethical standards for department personnel and exercise the vigilance necessary to sustain observance of such standards.
- 1.012 Visit and cause to be visited at irregular and unannounced times all department divisions and units for inspection of the efficiency of the organization.
- 1.013 Exercise general supervision and inspection of all public places within the Township and cause the laws and ordinances concerning them to be obeyed.
- 1.014 Develop and conduct a sound public relations program to promote public confidence and interpret all policies and objectives to department personnel, the news media and the public.
- 1.015 Maintain suitable, productive relationships with private organizations, especially those concerned with traffic, crime prevention and the administration of justice.
- 1.016 Cause to be published an annual report which adequately represents the services and activities of the police department.
- 1.017 Insure prompt reporting to other township agencies of any important matter falling within their jurisdiction.
- 1.018 Create and maintain a staff of supervisory officers, representative of the department divisions, to function as an advisory council. Conduct periodic meetings of this staff council to discuss and resolve current and long-term issues, establish policy, and disseminate information.
- 1.019 Maintain an active alliance with professional police authorities and participate in programs for the mutual improvement of proficiency in combating crime and matters of traffic regulation.
- 1.020 Develop or adopt new techniques to improve the department's effectiveness in the discharge of primary police obligations.
- 1.021 Develop and implement Community Oriented Policing programs designed to improve the quality of life of all Township residents.
- 1.022 Supervise the preparation and presentation of the annual department budget.
- 1.023 Administer the department's fiscal affairs in a manner calculated to convert available resources into maximum effective police services, economically deployed, in the areas of demonstrated need.
- 1.024 Assign an Acting Superintendent for periods of any short-term absence and recommend to the Township Manager a Division Commander to serve as Acting Superintendent during any long-term absence.
- 1.025 Ensure that the Township Manager's Office is kept abreast of all matters pertaining to the administration of the police department.

2.000	CAPTAINS of Police shall:
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- 2.001 Exercise authority commensurate with assigned responsibilities and be accountable to the Superintendent of Police.
- 2.002 Promptly obey and transmit all orders of the Superintendent of Police, insuring uniform interpretation and full compliance by all personnel.
- 2.003 Thoroughly understand the management and operating philosophy of the Superintendent of Police.
- 2.004 Be responsible for all administrative duties pertaining to the operation of an assigned division. This shall include planning, organizing and directing the activities of assigned personnel and maintenance of professional and mutually beneficial relationships with other police divisions, units, allied agencies and the public.
- 2.005 Work assigned hours in accordance with departmental needs, being available for duty at all times in case of special need or emergency.
- 2.006 Prepare and be responsible for division budget requirements.
- 2.007 Examine reports for conformity with established departmental procedures for the complete investigation and reporting of incidents, referring improper or incomplete reports in reverse order through original channels for correction and explanation of deficiencies.
- 2.008 Make examinations of assignments, time reports, and all miscellaneous reports concerning personnel under their command to ensure proper deployment and control.
- 2.009 Determine whether there exists within their division any deficiency in personnel integrity, morale or supervision and, with approval of the Superintendent of Police, institute necessary programs to address and rectify the deficiencies.
- 2.010 Be diligent in enforcing the observance of high ethical standards in the operation and conduct of all division personnel and that they comply with the mission, philosophy, and values of the police department. Properly document and report all instances of non-compliance to the Superintendent of Police with a recommendation for appropriate corrective action.
- 2.011 Collaborate with other division and unit heads for the purpose of establishing departmental policies and procedures, and for correcting deficiencies in interpretation and/or implementation of these policies and procedures when necessary.
- 2.012 When required, assist with inquiries and investigations involving members of the department, which includes assistance at Civil Service hearings when necessary.
- 2.013 At all times inform themselves of the affairs of their division and be assured that the duties of their subordinates are being properly discharged.

- 2.014 Submit to the Superintendent of Police, in prescribed form and detail, such reports as may be required to accurately reflect the problems, services and activities of the various units and/or platoons in the division.
- 2.015 Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie with the police department, suggesting alternative procedures to be followed.
- 2.016 Ensure civil treatment and protection of rights for all persons coming into the scope of police authority.
- 2.017 Ensure that the Community Oriented Policing activities of the department and all professional accreditation standards are being followed at all levels within their assigned divisions.

2.100	In addition, a CAPTAIN assigned to the <i>Operations Division</i> shall:
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- 2.101 Be familiar with administrative policy and execute the service programs responsible for providing:
 - A. Protection of life and property.
 - B. Prevention and suppression of crime.
 - C. Apprehension and prosecution of offenders.
 - D. Preservation of the peace.
 - E. Community Oriented Policing.
 - F. Enforcement of regulatory measures.
- 2.102 Exercise authority commensurate with assigned responsibilities and be responsible for the command and control of the following units:
 - A. Patrol Platoons.
 - B. Investigations Unit/Juvenile Unit.
 - C. Traffic Safety Unit.
 - D. Special Investigations Unit.
 - E. Bicycle Patrol Unit.
 - F. Canine Patrol Officers.
- 2.103 At irregular and unannounced times visit all platoons and units within the division, inspecting them for conditions, efficiency of operations and conformity with departmental policy and indicating corrective actions or measures as necessary.
- 2.104 Analyze and interpret crime, incident and internal reports to determine trends as a basis for the effective deployment of resources and direction of operation.
- 2.105 Exercise a general supervision of all public places within the Township to ensure peace and good order and provide for the health and welfare of the community.
- 2.106 Ensure prompt reporting to proper authorities any instances of negligence, violation of

law or other matters falling within the jurisdiction of any other township agency or department.

2.200	In addition, a CAPTAIN assigned to the <i>Staff Services Division</i> shall:
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- 2.201 Exercise authority commensurate with assigned responsibilities and be responsible for:
 - A. Auxiliary Services Unit
 - B. Crime Prevention/Community Oriented Policing Unit
 - C. Staff & Inspections Unit
- 2.202 Be responsible for the preparation of the annual budget, the planning of administrative and operational objectives and their implementation, all in accordance with approval of the Superintendent of Police.
- 2.203 Advise the Superintendent of Police on all matters concerning the department's training needs and activities.
- 2.204 Direct the overall internal and external department training programs.
- 2.205 Direct the preparation, distribution, review, selection and/or development of training publications, text books, training plans, orders, reports, curricula, aids and equipment.
- 2.206 Review, develop and recommend new, revised and improved training doctrines, methods and techniques.
- 2.207 Inspect and evaluate instructor preparations and presentations.
- 2.208 Recommend new ways to improve efficiency, economy and service.
- 2.209 Interpret statistical reports to achieve more effective deployment of personnel and to decrease the incidence of crime, vice and adverse traffic conditions.
- 2.210 Oversee inspections of all department units to determine whether established policies, procedures and regulations are being carried out to the letter and in the spirit for which they were designed and in compliance with established accreditation standards.
- 2.211 Oversee inspections to determine whether the resources at the department's disposal, both personnel and material are being utilized to the fullest extent.
- 2.212 Be responsible for the initiation and thoroughness of any investigation resulting from a complaint filed against any sworn or civilian employee of the police department.
- 2.213 Determine the existence of any manner of corrupt or unethical practice within the department and address the matter by the means dictated by departmental policy and procedures.
- 2.214 Remain particularly aware of the goals and objectives of the Crime Prevention and

Community Watch programs, and provide all assistance and direction necessary for the continued improvement of these programs. Remain sensitive to any community-related problems, and be alert for any programs that would improve police-community relations and better the overall perception of the department by members of the public at large.

3.000	LIEUTENANTS of Police shall:
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- 3.001 Be responsible for the efficient operation of their unit in conformity with established policies and accreditation standards.
- 3.002 Plan, organize and direct the activities of their unit, maintaining harmonious relationships with other segments of the department, allied agencies and the public.
- 3.003 Promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance by all personnel.
- 3.004 Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel under their supervision. Properly document and report all instances of non-compliance to the Division Commander.
- 3.005 At all times inform themselves of the affairs of the department and be assured that the duties of their subordinates are properly discharged and are in conformance with the police department's mission, philosophy and values.
- 3.006 When beginning a tour of duty, secure all information pertinent to the proper conduct of business from all available sources including other unit commanders. At the conclusion of their tour, impart such information as may be necessary for the continued proper conduct of business to whoever is best able to use that information in the best interests of the department.
- 3.007 Ensure civil treatment and protection of rights for all persons coming into the scope of police authority.
- 3.008 Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie with the police agency, suggesting alternative procedures to be followed.
- 3.009 Thoroughly familiarize themselves with conditions or problems requiring police attention.
- 3.010 Make prescribed reports and keep records necessary for the operation of their unit.
- 3.011 Examine reports to insure conformity with the procedures for complete and accurate investigation and reporting.
- 3.012 Make daily inspections to observe conditions within their respective units, including efficiency of operation and conformity with regulations and orders, initiating all necessary corrective actions.

- 3.013 Exercise general supervision of all public places within the township, and cause the laws, codes and regulations concerning their operation to be enforced.
- 3.014 Ensure prompt reporting to other township agencies of any important matter falling within their jurisdiction.
- 3.015 Avail themselves of the resources and services of other department divisions and units to achieve common objectives.
- 3.016 Be alert to the need for improved techniques in unit operation and submit recommendations through the proper channels.
- 3.017 Establish duty hours in accordance with needs of their unit, being available for duty at all time in cases of special need or emergency.
- 3.018 Make periodic examinations of time and activity reports to insure proper deployment of assigned personnel.
- 3.019 Collaborate with division and other unit commanders for the purposes of establishing department policies and procedures.
- 3.020 When required, assist with inquiries and investigations involving employees of the department, to include assisting at Civil Service hearings.
- 3.021 Provide inspections of the firearms, ammunition, clothing, belts, holsters, accessories and all accouterments of assigned personnel, promptly correcting any deficiencies.
- 3.022 Prepare and be responsible for assigned unit budget requirements.

3.100	In addition, a LIEUTENANT assigned as a <i>Watch Commander</i> shall:
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- 3.101 Be familiar with administrative policy and execute the service program within assigned areas of responsibilities, providing for:
 - A. Protection of life and property.
 - B. Prevention and suppression of crime.
 - C. Apprehension and prosecution of offenders.
 - D. Community Oriented Policing.
 - E. Preservation of the peace.
 - F. Enforcement of regulatory measures.
- 3.102 Exercise authority commensurate with assigned responsibilities and be accountable directly to the Operations Division Commander.
- 3.103 Direct and supervise all activities of the various units in the Operations Division.
- 3.104 Assist the Operations Division Commander in the interpretation and analysis of crime, incident and internal reports, and make pertinent recommendations.

- 3.105 Assign personnel to most efficiently meet the requirements of the department.
- 3.106 Consistently evaluate the performance and progress of the patrol platoon sergeants.
- 3.107 Supervise and direct subordinates in investigations and in effective case preparation.
- 3.108 Be sensitive to the conduct of juveniles and the existence of hazards affecting them, particularly those relating to alcohol and drug abuse, leading subordinates in the delinquency control effort.
- 3.109 Be alert to the development of group tensions of all kinds and provide for prompt establishment of controls, notification of superiors, and the instruction and guidance of subordinates.
- 3.110 Be active in instructing and directing subordinates in techniques for the discovery and suppression of crime.
- 3.111 Be responsible for the regulation of all unit functions, which includes proper and effective utilization of personnel and maintenance of proper discipline within the unit.

3.200	In addition, a LIEUTENANT assigned to the <i>Investigations Unit</i> shall:
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- 3.201 Exercise authority commensurate with assigned responsibilities and be accountable directly to the Operations Division Commander.
- 3.202 Direct all operations of the Investigations and Juvenile Units and supervise all functions related to investigations, arrests and prosecutions.
- 3.203 Be sensitive to the conduct of juveniles and the existence of hazards affecting them, directing subordinates in the delinquency control effort.
- 3.204 Be responsible for recommendations for all unit budget requirements.
- 3.205 Be responsible for the regulation of all unit functions, which includes proper and effective utilization of personnel and the maintenance of proper discipline within the unit.
- 3.206 Supervise and coordinate all communications concerning criminal matters between the Investigations Unit and other units of the department and other law enforcement agencies.
- 3.207 Oversee the acquisition of all information relative to criminal activity and/or the possibility of future criminal actions and the presence of known criminals within the Township. In addition, oversee the acquisition of any information concerning locations in the Township where criminal activity may occur or where criminals operate.
- 3.208 Instruct and direct subordinates in techniques for the discovery and suppression of crime.

3.300	In addition, a LIEUTENANT assigned to the <i>Staff & Inspections Unit</i> shall:
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- 3.301 Exercise authority commensurate with assigned responsibilities and be accountable directly to the Staff Services Commander for developing and providing for:
 - A. Planning and research.
 - B. Personnel matters.
 - C. Recruitment and training.
 - D. Crime prevention.
 - E. Community Oriented Policing Programs.
 - F. Internal discipline.
 - G. Accreditation Standards.
 - H. Departmental Budget.
- 3.302 As required, investigate and bring to final disposition personnel matters and in all such cases obtain a statement in the most appropriate form from involved personnel.
- 3.303 Establish and maintain a file containing final dispositions of all personnel complaints. Prepare and submit, through established channels, a quarterly, semi-annual and annual report listing all personnel matters and their final disposition.
- 3.304 Prepare and be accountable for all budget matters within the unit.
- 3.305 Assist the Staff Services Division Commander in the preparation of the department budget.
- 3.306 Ensure that all departmental purchases are made within established guidelines and in accordance with the operational budget.
- 3.307 Cause inspections of all divisions and units of the department to determine whether established policies, procedures and regulations are being properly obeyed in the spirit in which they were designed and are in conformity with established accreditation standards.
- 3.308 Cause inspections to determine whether the department's resources are being fully, properly and economically utilized.
- 3.309 Coordinate the department's physical examination program in cooperation with the Human Resources Department.
- 3.310 In the absence of the Auxiliary Services Unit Commander, assume responsibility for that unit.
- 3.311 Oversee the implementation and coordination of all Departmental Crime Prevention and Community Policing Programs.

3.400	In addition, a LIEUTENANT assigned to the <i>Auxiliary Services Unit</i> shall:
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- 3.401 Exercise authority commensurate with assigned responsibilities and be accountable to the Staff Services Division Commander for providing:
 - A. Complaint reception and public information.
 - B. Building and fleet maintenance and management.
 - C. Jail management.
 - D. Property and evidence receiving, maintenance and distribution.
 - E. Records Management, in cooperation with the Staff and Inspections Unit and the Information Services Department.
- 3.402 Be responsible for all Auxiliary Services Unit budget requirements.
- 3.403 Direct and supervise all activities of the Communications Center, Records Section and Identification Unit.

4.000	SERGEANTS of Police shall:
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- 4.001 Be responsible for the efficient operation of assigned duties in conformity with established policies and accreditation standards.
- 4.002 Plan, organize and direct the activities of their platoon, unit or other assignment.
- 4.003 Maintain harmonious relationships with other segments of the department, allied agencies and the public.
- 4.004 Promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance.
- 4.005 Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel under their supervision and be assured that the duties of their subordinates are properly discharged and are in conformance with the police department's mission, philosophy and values.
- 4.006 Under the direction of their supervisor, collaborate with other members of staff for the purpose of establishing departmental policies and procedures.
- 4.007 When required, assist in the investigation of all cases of alleged or apparent misconduct by subordinate personnel, procuring evidence to sustain or refute such allegations. If required, they shall prepare reports and assist at hearings and examinations. In all instances of observed apparent or reported police misconduct or non-conformance to established policies, conduct an immediate investigation obtaining statements from all concerned.
- 4.008 Be available at all times in case of special need or emergencies.

- 4.009 Report to their commanding officer any instance of unfitness or non-conformance detected at inspection or during their tour of duty.
- 4.010 When beginning a tour of duty, secure all information pertinent to the proper conduct of business from the officer in charge of the preceding tour, and at the conclusion of a tour, impart such information to their successor.
- 4.011 Handle, impartially, every breach of discipline or neglect of duty by a subordinate in accordance with prescribed procedure.
- 4.012 Examine reports to insure conformity with the procedures for complete and accurate investigation and reporting.
- 4.013 Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie with the police department, suggesting alternative procedures to be followed.
- 4.014 Ensure civil treatment and protection of the rights of all persons coming into the scope of police authority.
- 4.015 Supervise and direct subordinates in investigations and in effective case preparation.
- 4.016 Thoroughly familiarize themselves with the area of their responsibilities and all conditions or problems requiring police attention.
- 4.017 Be sensitive to the conduct of juveniles and the existence of hazards affecting them, leading subordinates in the delinquency control effort.
- 4.018 Work the hours of duty established by the assigned Division Commander.
- 4.019 Assemble assigned personnel for pre-tour assignments and briefing. Inspect their persons, clothing and equipment and provide them with the necessary materials for the performance of their duties.
- 4.020 Support the Department's Community Oriented Policing Programs.
- 4.021 Ensure that the Department's policies and procedures are carried out, reporting all issues affecting the performance of the Department.
- 4.022 As required, submit and be responsible for budgetary requirements.

4.100	In addition, a SERGEANT assigned as a <i>Patrol Priority Sergeant</i> shall:
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- 4.101 Exercise authority commensurate with assigned responsibilities and be accountable to the Watch Commander.
- 4.102 Exercise general supervision of platoon activities in coordination with the other platoon sergeants.

- 4.103 Assist the Watch Commander in the interpretation and analysis of crime and incident reports.
- 4.104 Consistently evaluate the sergeants and officers of the platoon on their performance and progress and maintain a performance evaluation file on each member of the platoon.
- 4.105 Be responsible for insuring that probationary officers complete all required training programs and that officers complete all prescribed in-service training.

4.200	In addition, a SERGEANT assigned to a <i>Patrol Platoon</i> shall:
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- 4.201 Exercise authority commensurate with assigned responsibilities and be accountable to the Priority Sergeant and the Watch Commander.
- 4.202 Assist in exercising general supervision of platoon activities.
- 4.203 Conduct roll calls and pre-tour briefings regarding current trends and directions for policing such trends.
- 4.204 Devote maximum possible time to an inspection of field operations, noting deficiencies and making appropriate recommendations to correct deficiencies.
- 4.205 Be responsible for insuring that all police service is properly rendered and that officers are performing their duties in conformance with department policy.
- 4.206 Consistently evaluate the performance of the officers of the platoon.
- 4.207 Assist in the interpretation and analysis of crime and incident reports.
- 4.208 Inspect and report every instance of damage, neglect or improper use of departmental vehicles, equipment or property.
- 4.209 Respond on the maximum number of calls for service to ensure compliance to Department rules, policies and goals.

4.300	In addition, a SERGEANT assigned to the <i>Investigations Unit</i> shall:
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- 4.301 Exercise authority commensurate with assigned responsibilities and be accountable directly to the Investigations Unit Commander.
- 4.302 Analyze Subject Information Reports (S.I.R.) on a daily basis to determine the necessity of follow-up investigations and thereafter assign all investigations.
- 4.303 Assign responsibility for the investigation of specific classes of incidents, however, not allowing over-specialization.

- 4.304 Coordinate and assign follow-up investigations for the Platoon Investigators.
- 4.305 Consistently monitor the status and progression of all assigned investigations.
- 4.306 Analyze crime and incident reports daily in order to determine trends as a basis for the tactical deployment of resources and act as a liaison with Patrol and Special Investigations Unit supervisors for the direction of such operations.
- 4.307 Cause the following records to be maintained:
 - A. Daily transactions of the Investigations Unit, including assignments and work performed by each member of the unit.
 - B. All communications pertaining to the unit.
 - C. The identity of persons wanted or apprehended in connection with offenses.
 - D. Such other operational records as may be required.
- 4.308 Maintain a latent fingerprint evidence file and coordinate the collection and preservation of all prints and evidence.
- 4.309 Acquire information concerning possible future criminal offenses, the presence of known criminals within the Township and any locations known to be, or suspected of being, frequented by criminals or questionable individuals, and direct this information to the attention of the Commander of the Investigations Unit.

4.400	In addition, a SERGEANT assigned to the <i>Traffic Safety Unit</i> shall:
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- 4.401 Exercise authority commensurate with assigned responsibilities and be accountable to the Operations Division Commander.
- 4.402 Be responsible for the thorough and efficient initial and follow-up investigation of all fatal motor vehicle collisions.
- 4.403 Supervise all Traffic Safety Unit Officers, as well as School Crossing Guards, Utility Attendants and the Animal Warden.
- 4.404 Supervise all investigations concerning traffic matters regardless of origin and make recommendations for actions regarding traffic engineering, education and enforcement.
- 4.405 Be active in presenting traffic safety education programs to schools and other groups.
- 4.406 Thoroughly and efficiently investigate, when directed, collisions involving police vehicles.
- 4.407 Prepare and submit reports as required by the Operations Division Commander and/or the Superintendent of Police.
- 4.408 Insure the timely initiation of all approved traffic recommendations and changes.

- 4.409 Provide an immediate response to any need for police service, notwithstanding the special nature of their individual assignment.
- 4.410 Be responsible for assisting with the deployment of officers to various areas designated as Selective Enforcement and Traffic Activity in order to identify traffic violations and reduce traffic collisions.
- 4.411 Prepare and submit an annual report on police department pursuits to the Operations Division Commander and/or the Superintendent of Police.

4.500	In addition, a SERGEANT assigned to the <i>Special Operations Unit</i> shall:
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- 4.501 Exercise authority commensurate with assigned responsibilities and be accountable to the Operations Division Command.
- 4.502 Devote the maximum time possible to an inspection of the field operation, noting deficiencies and making appropriate corrections and recommendations.
- 4.503 Be responsible for the deployment of officers to various areas designated as Selective Enforcement and Traffic Activity in order to identify traffic violations and reduce traffic collisions and direct and instruct subordinates in the discovery and suppression of criminal activity .
- 4.504 Support an effective field effort by requiring the most efficient and effective transaction of unit business.
- 4.505 Inspect and report every instance of damage, neglect or improper use of departmental vehicles, equipment or property.
- 4.506 Consistently evaluate the performance of all members of the Unit, which include the Highway Enforcement Team, the Bicycle Patrol Unit, and the Special Investigations Unit.

4.600	In addition, a SERGEANT assigned to the <i>Staff and Inspections Unit</i> shall:
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- 4.601 Exercise authority commensurate with assigned responsibilities and be accountable directly to the Staff and Inspections Unit Commander.
- 4.602 Assist the Unit Commander in all internal and external departmental training programs.
- 4.603 Coordinate with the Township Information Services Department and oversee technical operations, including the acquisition of hardware and software, computer programming projects and the maintenance of electronic files.
- 4.604 Monitor budget expenditures and assure the accurate record keeping thereof.

- 4.605 Prepare training plans, orders, reports, curricula, publications and other staff activities. Supervise the selection and review of textbooks and related training publications, aids and equipment.
- 4.606 Review, develop and recommend new and revised training doctrines, methods and techniques.
- 4.607 Analyze and interpret statistical reports to achieve more effective deployment of personnel and to decrease the incidence of crime, and adverse traffic conditions.
- 4.608 Assist the Unit Commander in conducting inspections of the divisions and units of the department to determine whether established policies, procedures and regulations are being carried out in the spirit for which they were designed.
- 4.609 Assist the Unit Commander in conducting inspections to determine whether the resources at the department's disposal, both personnel and material, are being utilized to the fullest extent.
- 4.610 Assist the Unit Commander in the investigation of all complaints filed against Department Personnel.
- 4.611 Assist the Unit Commander in determining whether there exists any deficiency in personnel integrity, training, morale or supervision and make recommendations for appropriate corrections and improvements.
- 4.612 Assist the Unit Commander in determining whether there exists any deficiency in department policy, procedures or regulations that should be corrected or improved.
- 4.613 Be responsible for the preparation of the department annual report.
- 4.614 Assist the Unit Commander as required with the coordination and implementation of the police recruitment program.
- 4.615 Coordinate the activities of the crime prevention officers.

5.000	POLICE OFFICERS shall:
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- 5.001 Exercise authority consistent with obligations imposed by their oath of office and be accountable to their superior officers, promptly obeying all legitimate orders.
- 5.002 Be responsible for the efficient performance of their duties in conformity with the policies, procedures, and accreditation standards of the department.
- 5.003 Maintain harmonious relationships with their associates by courteous and considerate demeanor, guarding themselves against envy, jealousy or other unfriendly feeling and refraining from all unfriendly communications to the discredit of others.

- 5.004 Coordinate their efforts with those of other employees of the department so that their teamwork may insure continuity of purpose and maximum achievement of service program objectives.
- 5.005 Communicate to their superiors and their co-workers all information, which is pertinent to the achievement of the service program objectives.
- 5.006 Work the hours of duty established by their superiors, being subject to recall at any time in case of special need or emergency.
- 5.007 Respond punctually to all assignments.
- 5.008 Conduct themselves in accordance with high ethical standards, and in conformance with the police department's mission, philosophy, and values, both on and off duty.
- 5.009 By study and research, become familiar with advanced techniques and ideas designed to improve police performance.
- 5.010 Assist in the department's program for:
 - A. Improving efficiency and cooperation in the areas of common responsibility.
 - B. Through a Community Oriented Policing philosophy promote public confidence and support in order to improve the quality of life for all in the community.
 - C. Proper and economical use of department property and equipment.
- 5.011 Acquire and record information from any useful source, including Tab Activity and Liaison Reports.
- 5.012 Acquire and record information concerning events that have taken place since their last briefing and be attentive to instructions.
- 5.013 Report for duty at specified times, physically prepared and alert, neatly and properly groomed and with prescribed equipment.
- 5.014 Unless otherwise ordered, report to their supervisor for inspection at the beginning of the tour and for dismissal at the conclusion of the tour.
- 5.015 Devote the maximum possible time to the performance of their basic duties and notify the unit supervisor of any prolonged interruption of assigned activity.
- 5.016 Maintain their arms and equipment in a functional, presentable condition, promptly correcting and reporting defects to their immediate supervisor.
- 5.017 Make all reports in conformity with established procedures for their accurate and complete preparation.
- 5.018 Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instance where jurisdiction does not lie with the police agency, suggesting alternatives and procedures to be followed.

- 5.019 Be sensitive to the conduct of juveniles and the existence of hazards affecting them, participating in the delinquency control effort.
- 5.020 Ensure the civil treatment and the observance of rights of all persons coming into the scope of their authority.
- 5.021 Be accountable for the securing, receipting, proper transport and eventual timely disposal of all evidence and property coming into their custody.
- 5.022 Be alert to group tensions of all kinds, notifying their immediate supervisor to prevent disorder.
- 5.023 Be alert to the conditions tending to cause crime, taking preventive action and notifying their immediate supervisor. They shall also inform the public of conditions that can be corrected to prevent crime.
- 5.024 Provide prompt and adequate assistance to all sick, injured or destitute persons.
- 5.025 Shall exercise care in the use of police property and equipment.

5.100	In addition, a POLICE OFFICER assigned to a <i>Patrol Platoon</i> shall:
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- 5.101 Be accountable to their Platoon Supervisor.
- 5.102 Familiarize themselves with their area of assignment and supervise all public places within the assigned area, enforcing the statutes, codes and regulations concerning their operation.
- 5.103 Familiarize themselves with departmental policy and procedure and make every effort to:
 - A. Prevent and suppress crime.
 - B. Protect life and property.
 - C. Apprehend and prosecute offenders.
 - D. Preserve the peace.
 - E. Utilize a Community Oriented Policing approach to solving community problems.
 - F. Enforce all regulatory measures.
- 5.104 Enforce traffic laws and codes, relieve conditions interfering with the safe and expeditious movement of vehicles and pedestrians and be alert to the need for improvement in traffic control.
- 5.105 Selectively check business places after normal working hours and buildings known to be unoccupied for any sign of tampering or suspicious circumstances, investigating and reporting any problems.
- 5.106 Be alert to the Township's responsibility to keep public highways, streets, sidewalks and all public ground free from hazardous conditions and, if necessary, make an

immediate correction or notify the proper agency.

- 5.107 Note conditions that adversely affect the appearance, safety or health of the community and take appropriate action to correct it or notify an agency having the primary responsibility for those corrections.
- 5.108 Conduct a thorough investigation of all offenses occurring within their area of assignment and scope of activity.
- 5.109 Examine any person whom they reasonably believe to be engaged in any unlawful activity and record the license number and description of vehicle seen under questionable circumstances.
- 5.110 Inspect assigned vehicle and equipment prior to and after each tour of duty, reporting on any damage or deficiency (to the vehicle or any equipment) and leaving the vehicle in a clean and orderly fashion at the end of the tour of duty.

5.200	In addition, a POLICE OFFICER assigned to the <i>Investigations Unit</i> shall:
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- 5.201 Be accountable to the Investigations Unit Supervisor.
- 5.202 Thoroughly investigate every assigned case, contacting victims and complainants in a timely fashion.
- 5.203 Use every legal means to investigate and solve crimes, apprehend and prosecute offenders and recover property.
- 5.204 Apply sound investigative techniques regarding:
 - A. Use of records and reports.
 - B. Conducting of interviews.
 - C. Cultivation of informants.
 - D. Proper collection, identification, preservation and presentation of evidence.
- 5.205 Prepare all assigned cases to insure the best possible presentation of cases in court and actively cooperate with prosecutors in preparation for court appearances.
- 5.206 Perform any related duties of the Investigations Unit.
- 5.207 Provide an immediate response to any need for police service notwithstanding the special nature of their assignment.

5.300	In addition, a POLICE OFFICER assigned to the <i>Juvenile Unit</i> shall:
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- 5.301 Be accountable to the Investigations Unit Supervisor.
- 5.302 Thoroughly investigate cases involving juvenile offenders and all missing-persons.

- 5.303 Be responsible for:
- A. Investigations of conditions affecting the health, morals and safety of juveniles.
 - B. Processing of juvenile offenders.
 - C. Locating missing juveniles.
 - D. Investigating offenses occurring on school property.
 - E. Apprehending and/or processing of juvenile offenders.
- 5.304 Be sensitive to the conduct of juveniles and the hazards affecting them and participate in the delinquency control effort.
- 5.305 Be active in presenting juvenile safety educational programs to schools and community interest groups.
- 5.306 Maintain a file containing records of all juvenile offenders.
- 5.307 Perform any investigation or juvenile-related duty.
- 5.308 Provide an immediate response to any need for police service notwithstanding the special nature of their assignment.
- 5.309 Routinely meet with school officials to exchange information regarding juvenile activities.

5.400	In addition, a POLICE OFFICER assigned to the <i>Traffic Safety Unit</i> shall:
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- 5.401 Be accountable to the Traffic Safety Unit Supervisor.
- 5.402 Assist with the supervision of all personnel under the authority of the Traffic Safety Unit.
- 5.403 Be active in presenting traffic safety education programs to schools and other groups.
- 5.404 Protect public safety by investigating traffic hazards caused by improper signs or signals, obstructions of view, etc.
- 5.405 Assist in the investigation of fatal traffic collisions.
- 5.406 Follow up all reports of abandoned vehicles and ensure the timely removal of same.
- 5.407 Conduct investigations for traffic recommendations regardless of point of origin.
- 5.408 Prepare and submit reports as instructed by the unit supervisor.
- 5.409 Compile statistics to determine areas of recurring traffic violations and incidents of traffic accidents for Traffic Activity and Selective Enforcement assignments and change or update monthly.

- 5.410 Provide an immediate response to any need for police service, notwithstanding the special nature of their assignment.
- 5.411 Review monthly traffic activity and selective enforcement reports to ensure proper coverage, reporting any inconsistencies to the unit commander.

5.500	In addition, a POLICE OFFICER assigned to the <i>Highway Enforcement Team</i> shall:
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- 5.501 Be accountable to the Special Operations Unit Supervisor.
- 5.502 Be proficient with and certified in the use of all department utilized speed-timing devices.
- 5.503 Strictly enforce all traffic statutes throughout the Township.
- 5.504 Work various zones as directed by the Unit Supervisor utilizing all available equipment and resources to reduce traffic collisions.
- 5.505 Provide an immediate response to any need for police service, notwithstanding the special nature of their assignment.

5.600	In addition, a POLICE OFFICER assigned to the <i>Special Investigations Unit</i> shall:
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- 5.601 Be accountable to the Unit Supervisor.
- 5.602 Perform such special assignments as are given by the Unit Supervisor.
- 5.603 Familiarize themselves with their area of assignment and employ all legitimate means to counter criminal activity, giving particular attention to locations most susceptible to the occurrence of crime.
- 5.604 Confine their efforts to their assigned area and activity unless instructed otherwise.
- 5.605 Notify the Unit Supervisor of any prolonged interruption of assigned activity.
- 5.606 Make every effort to detect crime and, upon discovery, move promptly to apprehend the offender, either through individual effort or with full utilization of departmental resources.
- 5.607 Note conditions, which adversely affect the appearance, safety and health of the community, enforcing applicable statutes, codes and regulations, or by making referrals to the appropriate authorities.
- 5.608 Examine any person reasonably believed to be involved in unlawful activity.
- 5.609 Record the license number and descriptions of vehicles seen under questionable circumstances and conduct an investigation thereafter.

- 5.610 Inspect all assigned vehicles and report any damage or deficiencies; use all vehicles in a safe and economical manner and immediately report on all damage or defects involving their vehicles.
- 5.611 Provide an immediate response to any need for police service notwithstanding the special nature of their assignment.

5.700	In addition, a POLICE OFFICER assigned to the <i>Staff & Inspections and the Crime Prevention Units</i> shall:
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- 5.701 Be accountable to the Staff and Inspections Unit Supervisor.
- 5.702 Work the hours of duty established by the Staff Services Division Commander.
- 5.703 Assist in the hiring process for any departmental position.
- 5.704 Assist in the preparation and administration of departmental training programs.
- 5.705 Assist in the investigation of departmental complaints.
- 5.706 Assist in conducting clothing inspections and the ordering of all types of departmental uniforms and equipment.
- 5.707 Assist in the development of new or existing computer processes.
- 5.708 Assist in the analysis and interpretation of statistical reports and in the compiling and preparation of departmental reports.
- 5.709 Assist in conducting inspections of all divisions, units and resources of the department.
- 5.710 Provide security surveys of commercial and residential properties.
- 5.711 Assist Township residents and local business owners in the execution of the Department's Crime Prevention and Community Oriented Policing programs.
- 5.712 Provide the various civic organizations within the Township with information on Crime Prevention and Safety Programs, as well as schedule and conduct tours of the Public Safety Building and its facilities.
- 5.713 Be active in presenting personal safety and social awareness programs to schools and various other groups.
- 5.714 Investigate and train Community Watch applicants.
- 5.715 Act as liaison between Community Watch directors and the police department.
- 5.716 Coordinate and monitor the daily operation of the Community Watch programs, as well as maintain the program records and statistics.

- 5.717 Perform any related duties as instructed by the Unit Supervisor.
- 5.718 Assist in the development and implementation of Community Oriented Policing Programs.
- 5.719 Provide an immediate response to any need for police service, notwithstanding the special nature of their assignment.

5.800	In addition, a POLICE OFFICER assigned as a <i>Report Review Officer</i> shall:
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- 5.801 Be accountable to the Auxiliary Services Unit Commander.
- 5.802 Work the hours of duty established by the Staff Services Division Commander.
- 5.803 Familiarize themselves with policy and procedures of the Auxiliary Services Unit.
- 5.804 Review all police reports, being responsible for the proper format of each, and when required, disseminate reports to the proper department or authority.
- 5.805 Be responsible for the proper tracking of all incidents and their related reports.
- 5.806 Assist the Auxiliary Services Unit Commander with the coordination of work assignments of all personnel assigned to the Auxiliary Services Unit.
- 5.807 Be responsible for the ordering and maintenance of all office supplies in the unit.
- 5.808 Ensure that all users of the Department's records management system comply with its procedures.
- 5.809 Enter pertinent information and messages in the records management system daily.
- 5.810 When required, process walk-in and telephone complaints in a prompt and courteous manner.
- 5.811 When necessary, assist in the booking and processing of prisoners.
- 5.812 Ensure that the police department's lock-up policies and regulations are strictly adhered to.
- 5.813 Inspect the cell and cell blocks to determine their condition and be responsible for their neatness and cleanliness.
- 5.814 Ensure that no prisoner is removed from a cell without following established procedures.
- 5.815 Clear all prisoner requests through the unit commander.
- 5.816 Ensure that all visitors have obtained proper authorization from the unit commander.

- 5.817 Perform any related duties as directed by the unit commander.
- 5.818 Provide an immediate response to any need for police service, notwithstanding the special nature of their assignment.
- 5.819 Maintain proper security for the Public Safety Building; lock and unlock public doors according to prescribed schedules.
- 5.820 Be responsible for and ensure that appropriate personnel properly change the Voice Logger/Recorder tapes and immediately report any failure of the system.
- 5.821 Maintain the police department's evidence room, ensuring the proper chain of command of all evidence is entered and removed.

5.900	In addition, a POLICE OFFICER assigned to the <i>Bicycle Patrol</i> shall:
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- 5.901 Be accountable to their Unit Supervisor.
- 5.902 Perform a thorough inspection of the patrol bike prior to and after each tour of duty.
- 5.903 Be responsible for the proper maintenance and safekeeping of all issued equipment in accordance with department policy.
- 5.904 Engage in highly visible patrols in an effort to reduce crime and the fear of crime.
- 5.905 Further an increased positive interaction between the police department and the community it serves.
- 5.906 Support the efforts of the Patrol Division in solving community problems.
- 5.907 Be called upon to participate in community activities related to the sport of bicycling, such as bicycle rodeos and youth educational programs.
- 5.908 Be mindful that the police bicycle is a vehicle and will be operated safely and in accordance with all Vehicle Code mandates.
- 5.909 Properly secure their vehicles and equipment with an approved locking device when leaving it unattended.
- 5.910 Wear eye protection, their department issued helmet and gloves, as well as all other mandatory equipment, whenever they are operating the bicycle.

6.000	In addition, a POLICE OFFICER assigned to the Communications Center as <i>Officer in Charge</i> shall:
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- 6.001 Be accountable to the Auxiliary Services Unit Commander and coordinate and assume

responsibility for all civilian and sworn employees assigned to the Communications Center.

- 6.002 Be governed by the rules and procedures of the Auxiliary Services Unit and specifically those applicable to the Communications Center.
- 6.003 Be responsible for receiving, maintaining and distributing the daily Platoon Beat Plan for each shift.
- 6.004 Be responsible for the CCTV, recording of all jail activity, including prisoner processing, entry and lodging.
- 6.005 Be alert to and report all incidents on conditions relating, to the police department lock up including but not limited to prisoner attempts at self-injury or escape, sanitary conditions and equipment failures.
- 6.006 In the absence of a Report Review Officer, assure that walk-in complaints which require the presence of an officer are handled expeditiously, summoning an officer from patrol duty when necessary to avoid a shortage of personnel in the Communications Center.
- 6.007 Ensure that the school crossing guards' call-in is properly documented according to current procedures.
- 6.008 Ensure that all police department employees' sick slips are properly prepared and forwarded to the appropriate units.
- 6.009 Document any Communications Center equipment malfunction and notify the unit commander and arrange for the appropriate repair service, when possible.
- 6.010 Be attentive and alert to incidents that require a significant modification in the assignment or location of the assignment of personnel. Ensure that the on duty supervisor responsible for such adjustments is fully apprised of these situations and that instructions received are thoroughly followed. Resume regular or original operating status upon resolution of the extraordinary event.
- 6.011 Review computer complaint entries ensuring that all information is correct and that all necessary information is supplied therein.
- 6.012 Be responsible for monitoring complaint reception and radio dispatch practices of all civilians and officers assigned to the Communications Center, ensuring professionalism and accurate information acquisition and dissemination and making corrections where necessary.
- 6.013 Be responsible for ensuring that unauthorized personnel do not enter the Communications Center.
- 6.014 Be responsible for ensuring that the Communications Center is maintained in a clean and orderly manner, noting discrepancies on the appropriate form.
- 6.015 Ensure the completion and distribution of the Daily Incident Summaries, either

electronically or according to current procedures.

- 6.016 In the absence of a Report Review Officer, be responsible for and ensure that appropriate personnel properly maintain the Voice Logger/Recorder and immediately report any failure of the system.
- 6.017 Be responsible for and ensure that the alarm incidents are reviewed, properly recorded and filed according to current procedures.
- 6.018 Monitor and assist the radio dispatcher during emergency situations, especially when multiple frequencies are being used.
- 6.019 Assure that a relieving officer is properly briefed before changing shifts.
- 6.020 Establish and maintain proper liaison with neighboring police departments for exchange of pertinent information concerning felony searches and other types of mutual endeavors.
- 6.021 In the absence of a Report Review Officer, be responsible for providing proper security for the Public Safety Building.
- 6.022 See to it that those under the officer-in-charge's supervision provide an immediate response to any need of police service, notwithstanding the special nature of their assignment, including lock-up emergencies.

6.100	In addition, a POLICE OFFICER assigned to the <i>Identification Unit</i> shall:
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- 6.101 Be accountable to the Auxiliary Services Unit Commander.
- 6.102 Work the hours of duty established by the Division Commander.
- 6.103 Be proficient in the latest techniques and equipment involving photography, surveillance and identification.
- 6.104 Report, when required, to a crime scene and record the scene by photographing and measuring details and assist investigators in the collection of evidence.
- 6.105 Be responsible for the maintenance, storage and processing of all department fingerprints and photographs.
- 6.106 Be responsible for the maintenance and purchasing of all identification unit equipment.
- 6.107 Be responsible for the expungement of criminal records.
- 6.108 Be responsible for all requests for civilian fingerprints and identification.
- 6.109 Be responsible for the issuing of permits for solicitors.
- 6.110 Perform any related duties as directed by the Unit Commander.

- 6.111 Provide an immediate response to any need for police service, notwithstanding the special nature of their assignment.
- 6.112 In the absence of a Report Review Officer be responsible for providing proper security for the Public Safety Building.

6.200	In addition, a POLICE OFFICER assigned to <i>Canine Patrol</i> Shall
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- 6.201 Be accountable to their Unit Supervisor.
- 6.202 Perform a thorough inspection of the patrol vehicle prior to and after each tour of duty.
- 6.203 Be responsible for the proper maintenance and safekeeping of all issued canine equipment in accordance with department policy.
- 6.204 Engage in training designed to maintain or increase the canine's certified level of proficiency.
- 6.205 Further an increased positive interaction between the police department and the community it serves.
- 6.206 Support the efforts of the Patrol Division in solving community problems.
- 6.207 Be called upon to participate in community activities such as canine exhibitions and related educational programs.
- 6.208 Be responsible for the care and maintenance of their canine and immediately report any problems or unusual events to their supervisor.
- 6.209 Ensure that all forcible contact, on or off duty, between their canine and any person is properly documented.

6.300	In addition, a PROBATIONARY POLICE OFFICER shall:
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- 6.301 All personnel employed by the Township of Lower Merion as a member of the Police Department shall be considered Probationary Police officers until they have served as such for one year. They shall have successfully completed the prescribed in-service and MPOETC training courses, achieved a satisfactory personal conduct and performance of duties rating, and been certified as being physically fit by a physician designated by the Civil Service Commission. At this time they will be promoted to Grade D Police Officer.
- 6.302 Be responsible for the efficient performance of their duties in conformity with the policies of the department and the direction of the officer in charge of their training.
- 6.303 Attend classes of instruction in contemporary police practices, procedures and

Department rules and regulations. They shall apply themselves diligently to acquire a thorough understanding of these subjects.

- 6.304 Familiarize themselves with all instructions and regulations governing the duties, responsibilities, ethics, standards of conduct, and demeanor of a police officer.
- 6.305 Be punctual, obedient, honest, truthful, sober, courteous, industrious and shall maintain physical fitness.
- 6.306 During their training period wear such uniform as may be prescribed by the officer in charge of their training.
- 6.307 At all times maintain a well-groomed appearance, and shall maintain their clothing and equipment in a proper state of cleanliness and repair.
- 6.308 Not be absent from any training session except for good cause, and then only with the express permission from a supervisor of the training unit. When unable to attend any session, they shall so inform the training unit before class convenes.
- 6.309 Exercise care in the use of police property and equipment.
- 6.310 Rotate field training assignments, to give them a thorough background and knowledge of the police profession. These assignments will include:
 - A. Patrol with a field-training officer, in a designated area of the Township, learning to prevent crime and enforce traffic and parking regulations.
 - B. Assimilate and practice the concepts of Community Oriented Policing.
 - C. Making arrests, gathering evidence, and locating witnesses at the scene of a crime or incident and the preparation of same for Court testimony, if necessary.
 - D. Investigating collisions and directing traffic.
 - E. Serving in the Auxiliary Services Unit, processing complaints and learning all other related duties.
 - F. Performing police duties in other operational department and administrative units as directed.

7.000	SCHOOL CROSSING GUARDS shall:
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- 7.001 Protect and assists school children while they are crossing their assigned intersection.
- 7.002 Control the conduct of children at their crossing and train them to cross an intersection safely.
- 7.003 Report to and leave their crossing at the prescribed hours.
- 7.004 Notify the Department one half-hour in advance of their absence if they will be unable to cover their crossing for any reason.
- 7.005 Wear only the authorized uniform, keeping it neat and clean at all times, and carry prescribed equipment.

- 7.006 Give information and assistance to the public and be courteous at all times.
- 7.007 Inform their immediate supervisor of any criminal activity observed, reported or suspected, within the vicinity of their assignment. Summons police assistance when necessary.
- 7.008 Refrain from smoking and making idle-conversation with associates or the public, while on duty and in view of the general public.

8.000	POLICE UTILITY ATTENDANT shall:
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- 8.001 Be responsible for the compiling of statistical work to aid in Traffic Safety Unit traffic recommendations.
- 8.002 Perform radar surveys and traffic volume counts to assist the Traffic Safety Unit in conducting traffic studies.
- 8.003 Transport evidence to the laboratory.
- 8.004 Assist the Animal Warden.
- 8.005 Perform general labor for all units of the police department.
- 8.006 Deliver Commissioner's Weekly Envelopes, which includes the Planning Commission and various other deliveries as required.
- 8.007 As required transport truck weight scales for calibration to Harrisburg.
- 8.008 Fill in for School Crossing Guards, when required.
- 8.009 Pick-up various items from Montgomery County Courthouse for Police Department supplies, etc.
- 8.010 Follow up confiscated licenses and registrations.
- 8.011 Compile traffic activity and selective enforcement statistics.
- 8.012 Transport vehicles to the fleet garage for service.
- 8.013 Deliver citations to District Courts as required.
- 8.014 Assist speedometer mechanic with the calibration of police vehicle speedometers.

9.000	The ANIMAL WARDEN shall:
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- 9.001 Be responsible for the enforcement of all dog law violations and prosecution of same.
- 9.002 Remove dead animals from township roadways.
- 9.003 Be responsible for the operation and maintenance of the Township Animal Detention Kennel.
- 9.004 Handle citizen complaints of any nature concerning animals.
- 9.005 Investigate animal bites to humans.
- 9.006 Prepare suspected rabies specimens for the state laboratory and transport to the laboratory those that involve human contact.
- 9.007 Remove unclaimed dogs to the S.P.C.A.
- 9.008 Keep abreast of all positive rabies cases, both in Lower Merion Township and surrounding communities.
- 9.009 Maintain files on activities and actions taken.
- 9.010 Answer inquiries from residents of the township concerning all species of animals.

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