GREENSBURG POLICE DEPARTMENT

201 SOUTH BROADWAY STREET GREENSBURG, IN 47240
PHONE: 812 663 3131 FAX: 812 663 3258

POLICE OFFICER APPLICATION

The Greensburg Police Department is an Equal Opportunity Employer.

The Greensburg Police Department periodically conducts hiring processes to fill an open position and to establish an eligibility list for full time police officers.

Candidates meeting the minimum requirements who have submitted an application prior to the deadline will be invited to participate in the hiring process. The invitation will include the date, location, and time of the initial step of the process. Failure to participate in any step of the employment screening process will result in the candidate's disqualification. Continuation in the process will be based on the candidate's earned score at each step of the process and relevant application background information. (Process may be different for lateral transfers).

The hiring process could take up to several months and your application will be on file for up to one year. Hire dates are based on openings at the Indiana Law Enforcement Academy and/or dates set by the Greensburg Police Department.

If you have any questions about employment benefits or specific questions about the hiring process, please feel free to contact Lt. Tuttle.

Return all applications in person to the Greensburg Police Department or email them to police@greensburg.in.gov

Lt. Thomas Tuttle

Greensburg Police Department

Email: ttuttle@greensburg.in.gov

Phone: (812) 663-3131

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APPLICATION INSTRUCTION

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION

BACKGROUND INVESTIGATION FORM INSTRUCTIONS:

- You must complete the Background Investigation Form.
- Staple a copy of your Birth Certificate and Indiana Driver's License to the back of the form.
- Do not leave any spaces blank. If a question does not apply to you, write "N/A" in the space provided.
- Answer all questions completely and accurately, providing all requested information, including names, addresses, phone numbers, zip codes, and dates.
- Insert the completed Background Information Form into your application packet for submittal by the stated deadline.

GENERAL INSTRUCTION FOR APPLICATION:

- Fill out the application completely and accurately.
- Do not leave any section blank. If a question does not apply to you, write "N/A" in the space provided.
- If an address is requested, be sure to give the complete address including street or P.O. Box, city, state, and zip code.
- If a phone number is requested, be sure to include the area code.
- You must provide copies of all requested documentation, including but not limited to birth certificate, driver's license, diploma and transcripts. If documentation is not immediately available, you must make arrangements to submit the needed documentation at a later date and provide a note stating such arrangements with the application at the time it is submitted.
- You must provide all requested documentation such as addresses, phone numbers and/or transcripts for all schools, employers and references you list on the application.
- You must submit the completed application to the City of Greensburg Police Department by the stated deadline. Late applications will not be accepted.
- Failure to follow any of these instructions may result in your disqualification from the selection process.

POSITION DESCRIPTION INSTRUCTIONS:

- You must read the job description provided with your application.
- Sign the "Applicant/Employee Acknowledgment Form" on the last page of the job description.
- Insert the signed "Applicant/Employee Acknowledgment Form" only into your application packet.

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ESTABLISHED REQUIREMENTS FOR APPOINTMENT

- Person(s) hired must be between 21 and 39 years of age and have not reached 40 years of age at the time of their appointment. Contact the Chief of Police for exceptions to the age requirements. (Copy of documentation is required.)
- Person(s) hired must possess a valid Indiana driver's license. (Copy of documentation is required.)
- Person(s) hired must have graduated from an accredited high school or possess an equivalency certificate. (Copy of diploma or certificate required.)
- An applicant shall be ineligible if her/she has been found guilty of a felony in any court without the same being reversed by a higher court.
- Person(s) hired must be able to legally carry a handgun.
- Person(s) hired must meet all department hiring and retention requirements and possess the ability to effectively perform the essential functions and duties of the job. A copy of the job description will be furnished to you, which you must read, sign off on, as part of your conditional job offer.
- Person(s) must pass all interview, written, physical, and psychological examinations, and drug testing at the scheduled times to be eligible for employment.
- Person(s) hired are subject to a one (1) year probationary period. Employees must have the ability to achieve a satisfactory level of performance as stated in the Field Training Policy. If the Probationary Officer does not meet the expectations of the employer, he/she will be terminated without a hearing and without the right to appeal. The probationary period will not be extended.

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PERSONAL DATA APPLICATION (please print clearly)				
Last Name	First Name	Middle Name (full)	Suffix	
List any Name Changes				
Alias	Birth Name	Nicknames		
Place of Birth (City/County, State)				
Height	Weight	Hair Color	Eye Color	Scars/Marks/Tattoos
Date of Birth	This information is requested solely for identity verification and background screening purposes as required by the hiring process for sworn law enforcement positions. It will be kept confidential and used only by authorized personnel.			
U.S. Citizen ☐ Yes ☐ No ☐ Other _____	U.S. Citizen by Birth ☐ Yes ☐ No	U.S. Citizen by Naturalization ☐ Yes ☐ No		
Present Address (Street, Apt, City, State and Zip Code)				
Phone Number	Email Address			
Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? (if yes, please explain) ☐ Yes ☐ No				

MILITARY DATA	
If you have never served in the military on active duty, check here ☐ and skip to the next section.	
Branch of Military	Primary MOS/AFSC
Dates you were active/inactive	Inactive Reserve Commitment Until ☐ If none, check box
Type of Discharge	If you are still Active, what will be the date of Discharge?
Rank at Discharge	Highest Rank Attained
Have you ever been barred from Re-Enlistment? ☐ Yes ☐ No (if yes, please explain)	
Have you ever been discharged from the Armed Forces that was other than Honorable? ☐ Yes ☐ No (if yes, please explain)	

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MILITARY DATA (continued)

Have you ever been subject to any Military Disciplinary Action (Judicial or Non-Judicial)? ☐ Yes ☐ No (if yes, please explain)

Have you ever been subject to any investigation by the Military Authorities? ☐ Yes ☐ No (if yes, please explain)

Has your discharge ever been corrected, upgraded, or changed? ☐ Yes ☐ No (if yes, please explain)

REFERENCES

Give the data requested below on three personal references. These references cannot be related to you by blood or marriage. Do not list past employers, nor anyone mentioned elsewhere in this application. Do not list any law enforcement officer employed by the Greensburg Police Department, Decatur County Sheriff Department, or any other agency connected to law enforcement within Decatur County. Please only list adults who you have known for at least five years.

1.

Last Name	First Name	Middle Name (Full)	Suffix

Present Address

Phone Number	How long have you known this person?

2.

Last Name	First Name	Middle Name (Full)	Suffix

Present Address

Phone Number	How long have you known this person?

3.

Last Name	First Name	Middle Name (Full)	Suffix

Present Address

Phone Number	How long have you known this person?

RESIDENCE DATA				
Give the data requested for the last five years. Please list in chronological order starting with your current address and ending with your earliest. Please use an additional page if necessary.				
1.				
Street	Apt.	City	State	Zip
Resided From		Resided To		
2.				
Street	Apt.	City	State	Zip
Resided From		Resided To		
3.				
Street	Apt.	City	State	Zip
Resided From		Resided To		

PROFESSIONAL AFFILIATIONS			
List current or previous affiliations/organizations and related offices/positions.			
Organization Name	**Address**	**Phone**	**Office/Position**

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EDUCATION

Give the data requested for ALL schools you have attended since the ninth (9) grade. Begin with the most recent; include college(s) and universities, as well as business, trade and military schools. Please use an additional page if necessary

1.

School Name				
Street Address	City	State	Zip	
School Phone Number	Attended From	Attended To	Diploma/Degree	GPA

2.

School Name				
Street Address	City	State	Zip	
School Phone Number	Attended From	Attended To	Diploma/Degree	GPA

3.

School Name				
Street Address	City	State	Zip	
School Phone Number	Attended From	Attended To	Diploma/Degree	GPA

a. Did you graduate from high school and receive a Diploma? ☐ Yes ☐ No

b. Did you pass a state certified High School Equivalency test? ☐ Yes ☐ No

c. Any other certifications/qualifications

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EMPLOYMENT

Give the data requested for your last three employers. Please list in chronological order starting with your current employer and end with your earliest.

1. Current Employer

Current Employer			Current Employer Phone Number
Current Employer Address	City	State	Zip
Dates of Employment	Supervisor's Name		

Would there be a problem if we contacted your current employer during your background check? ☐ Yes ☐ No
(if yes, please explain)

2. Previous Employer

Previous Employer			Previous Employer Phone Number
Previous Employer Address	City	State	Zip
Dates of Employment	Supervisor's Name		

3. Previous Employer

Previous Employer			Previous Employer Phone Number
Previous Employer Address	City	State	Zip
Dates of Employment	Supervisor's Name		

EMPLOYMENT (continued)

Have you, regardless of whether the matter is or was appealed, is part of your official record, or think that it might not still be in your file:

a.	Ever been discharged from employment for any reason?	☐ Yes	☐ No
b.	Ever resigned after being told you were going to be discharged?	☐ Yes	☐ No
c.	Ever resigned after being told your employer was going to take disciplinary action on you?	☐ Yes	☐ No
d.	Ever resigned after suspecting your employer was going to discharge you?	☐ Yes	☐ No
e.	Ever resigned because you suspected your employer was going to take disciplinary action?	☐ Yes	☐ No

If answered yes to any of the questions above, please explain

Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicates race, color, religion, gender, age, national origin, or disability.)

DRIVING RECORD DATA

Operator License Number	State

Has your license to drive ever been or is currently: ☐ Suspended ☐ Revoked ☐ Conditional ☐ HTV (5yr, 10yr, life)

Is your Driver's License valid at this time? ☐ Yes ☐ No

Have you ever been involved in a traffic accident? ☐ Yes ☐ No

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VOLUNTARY AFFIRMATIVE ACTION SURVERY

TO BE COMPLETED BY APPLICANT – TO BE FILED SEPARATELY FROM APPLICATION

The City of Greensburg does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability in employment or the provision of services.

Completion of information below is voluntary.

Please be advised that your survey is considered confidential information and it is not a part of your official application for employment. Inclusion or exclusion of any data will not affect any employment decision.

In an effort to comply with government requirements regarding record keeping, reporting and other legal obligations, we ask that you complete this application data survey. Thank you for your cooperation.

PERSONAL DATA			
Date	Applicant Name (Last, First, Middle)		
Street Address	City	State	Zip
Position Applied For			

REFERRAL SOURCE

☐ Advertisement ☐ Employee ☐ Relative ☐ Walk-in ☐ School ☐ Government Employment Agency

☐ Private Employment Agency ☐ Other _____

GOVERNMENT REQUESTED INFORMATION

Check one: ☐ Male ☐ Female

Check one of the following race/ethnic groups: ☐ Black ☐ White ☐ Native America/Alaskan Native ☐ Asian/Pacific Islander ☐ Hispanic (Mexican-American, Puerto Rican & Other Spanish Origin)

Check the following that are applicable: ☐ Veteran ☐ Vietnam Era Veteran ☐ Disabled Veteran ☐ Disabled Individual

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BACKGROUND INVESTIGATION FORM

TO BE COMPLETED BY APPLICATION – NOT FOR INTERVIEW PURPOSES – TO BE FILED SEPARATELY FROM APPLICATION

This is to inform you that as part of our procedure for processing your employment application, an investigation will be made where by information will be obtained through a computer criminal records check from the National Crime Information Center (NCIC), the Indiana Date Communications System (IDACS), Child Abuse Registry, court records, credential verifications and through personal interviews with neighbors, friends or others with whom you are acquainted. This inquiry includes information as to the exist ence of a criminal record, your character, general reputation, personal characteristics and mode of living. Criminal convictions other than felonies are not an absolute bar to employment and will only be considered with respect to the specific requirements of the job for which you are applying.

The nature of services provided by the Greensburg Police Department requires that such information obtained through this background investigation can be handled in a private, confidential manner. Therefore, this form will be maintained separate from your application form and will be handled only by a qualified recipient. You have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I, the undersigned, understand and authorize the use of all information provided for the purpose of conducting a background investigation as outlined on this form.

Sign Here	Applicant Signature	Date

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APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

I understand and accept that, if I am hired, I may be hired conditionally on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing	
I understand that it may be ne necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from current and former employers.	
I understand and accept that, if I am hired, I may be hired conditionally on passing a criminal background check.	
I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.	
I solemnly swear that all the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to the withdrawal of an employment offer or termination following employment.	
By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.	
I understand that the employer provides police and fire service on a seven day per week and twenty-four hour per day service, and therefore, if employed by either Department, I may be required to work holidays, evening shifts or night shifts, including weekends.	
I understand that if I am hired as a sworn officer in the Police Department, I must successfully complete required training and courses specified and be certified by either the State of Indiana Police Academy rules and regulations.	

Sign Here	Applicant Signature	Date

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APPLICANT'S REQUEST FOR INFORMATION WAIVER TO RELEASE INFORMATION

I hereby authorize and request all persons to whom this Request/Waiver Form (original or reproduction) is presented, having information relating to or concerning me, to furnish such information to a duty appointed representative of the City of Greensburg Police Department.

I am aware that this information may be of a personal and confidential nature and may otherwise be protected from disclosure by my constitutional, statutory or common law rights and privileges. I hereby expressly waive all rights and privileges which may attach such communication of disclosure and release all persons, firms and corporations from all claims, of any nature, as a result of said communications or disclosures.

The following information shall be disclosed to give the department a complete background on each applicant. The information provided shall, standing alone, not guarantee or bar selection, but will be considered along with any attendant facts and app lication as a whole.

- Past/Present Employment Records
- Criminal History Records
- Educational Records
- Organizational Membership
- Financial Records
- Military Records
- Any and all background material/information relevant to reputation and/or character

These records will be retained in a confidential file in the City of Greensburg Police Department, separate from the employment application. Form must be filled out before turning your application back in.

Name of applicant requesting/waiving the release of information:

Sign Here	Signature	Date
Name Printed or Typed		
STATE OF INDIANA)) SS: CITY OF GREENSBURG)		
Subscribed and sworn before me, a Notary Public, for said City and State this _____day of _____, _____.		
County of Residence	**Sign Here** Notary Public (Signature)	
Commission Expiration Date	Notary Public (Printed, Typed, or Stamped)	

POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA

POSITION: **Patrol Officer**
DEPARTMENT: **Police**
DIVISION: **Patrol/Uniform**
WORK SCHEDULE: **As assigned**
JOB CATEGORY: **POLE (Protective Occupations, Law Enforcement)**

DATE WRITTEN: January 1997 **STATUS: Full-time Merit**
DATE REVISED: September 2024 **FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Patrol Officer for the City of Greensburg Police Department's Patrol/Uniform Division, responsible for enforcing federal, state, and local laws, and serving and protecting individuals, their rights, and property.

DUTIES:

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of crimes to protect the lives and property of people.

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service and/or various appropriate organizations or agencies for assistance as needed.

Prepares and submits detailed, accurate reports, documents, and correspondence, orally and in writing as requested or necessary and according to Department procedures.

Stops drivers for traffic violations, verifying licenses and registration data, conducting breath tests as necessary, issuing warnings/citations, and/or making arrests as warranted.

Regularly conducts proactive and reactive patrol of City streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses.

Investigates and reports suspicious or unlawful activities and takes appropriate action to enforce applicable laws.

Recovers and submits stolen/found property and/or evidence to property room for storage, safekeeping, and/or processing.

Responds to and investigates traffic accidents, including assessing extent of injuries, providing appropriate first-aid procedures, calling for emergency medical assistance, photographing/video recording and measuring accident scenes, taking statements from victims and witnesses, assisting reconstructionist, directing removal of damaged vehicles, and ensuring area is clear. Periodically assists with accident victims and lifting victims onto stretchers and into medical vehicles as needed.

Directs vehicular and pedestrian traffic when congestion occurs or as assigned.

Works with other emergency personnel during weather emergencies, notifying appropriate individuals, including City departments and utilities, regarding dangerous conditions such as downed trees and power lines.

Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving, and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conducts legal searches of persons and property with and without a warrant.

Pursues, apprehends, searches, and arrests suspects using only necessary physical force, advising them of rights and transporting to detention area.

Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons.

Intervenes, mediates, and assists in resolving citizen disputes.

Transports individuals detained by the City to appropriate courts, detention, and/or medical facilities as required and according to Department policies and procedures.

Maintains training and work time records. Prepares and submits required reports and documents according to Department deadlines.

Serves various legal documents, including summonses, court orders, and notices of hearings, and returns documents to appropriate officials and courts.

Maintains appearance, accountability, and serviceability of assigned vehicles, uniforms, equipment, and weapons.

Serves as shift supervisor or Office In Charge (OIC) to supervise shifts, operations, and personnel as assigned.

Maintains and coordinates Field Training program, including keeping up to date on applicable legal, policy, and procedural changes, providing assessment of officer progress, making training pace recommendations, making final determination of Probationary Officer's ability to be promoted to Police Officer solo patrol.

Performs special assignments, such as public speaking engagements, serving as school crossing guard, parade/special event duty, or providing police escorts as assigned.

Serves on specialized law enforcement teams, such as emergency response team, scuba team, or other tactical team, including maintaining residency in Decatur County for assignments such as "Special Teams" as assigned.

Serves as K-9 Officer, including training, deploying. and caring for dogs, providing medical care, maintaining facilities, providing demonstrations, purchasing food and supplies, maintaining related records, and maintaining residency in Decatur County as required.

Serves as firearms instructor and/or armorer, including making necessary weapon repairs, maintaining armory inventory, issuing duty weapons and ammunition, collecting, reviewing, and filing firearm discharge reports as required, inspecting all Department firearms annually to ensure proper care, and maintaining related records as assigned.

Serves as general and/or specialized training instructor, including scheduling, providing and attending training programs, developing curriculum and related materials, and maintaining records as required.

Attends prescribed in-service and/or training programs for certification in specialized law enforcement areas as assigned or required.

Trains and/or assists new Patrol Officers as assigned.

Maintains current knowledge of all applicable laws.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE required.

Possession of, or ability to successfully complete and maintain all required training and certifications such as Indiana Law Enforcement Academy Law Enforcement Officer, Handgun Course of Fire, Shotgun Course of Fire, Breath Test Operator, annual training requirements as required by federal and state laws, and Department in-service training as assigned.

Ability to meet all Department hiring and retention requirements, including meeting all federal and state laws regarding possession and carrying of weapons, and not posing a direct threat to the health and safety of other individuals in the workplace.

Working knowledge of and ability to make practical application of customary practices, procedures, rules, and regulations of the Department and civil, criminal, and juvenile justice systems.

Working knowledge of and ability to research and enforce applicable state and local laws and perform standardized patrol operations.

Working knowledge of and ability to effectively apply evidence collection, preservation techniques, photography, collecting DNA, and taking latent prints.

Working knowledge of City geography.

Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be understood when communicating in person, by radio, or by telephone.

Working knowledge of and ability to use and properly maintain all assigned uniforms, vehicles, equipment, and weapons and to properly and safely store and secure weapons, including less lethal, taser, and chemical agents.

Working knowledge of universal health precautions, high risk environments, and bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Working knowledge of standard English grammar, spelling, and punctuation, with ability to enter data on computer and effectively prepare and complete Department documents, correspondence, and reports within established deadlines.

Ability to obey all written and oral orders and directives from superior officers.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, take authoritative action applying appropriate discretion and common sense, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to physically perform the essential duties of the position, including but not limited to, sitting/standing/walking for long periods, driving, pursuing suspects by driving a vehicle at high speed, close and far vision, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Ability to effectively listen, comprehend, and communicate with co-workers, other City departments, suspects/ offenders, court personnel, other law enforcement agencies, crime/accident victims and witnesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone and with others in a team environment with minimum direct supervision, work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to adapt to changing weather conditions and work environments, and perform duties despite the stress of potential injury and loss of life to self and others.

Shall comply with all employer/department personnel policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to work irregular and/or extended hours, evenings, weekends, and holidays, serve on 24-hour call, and appropriately respond to emergencies from off-duty status as assigned or directed.

Possession of a valid driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of patrol and public assistance duties according to established Departmental policies and standard police procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent's work frequently involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent. Errors in decision or work may not be readily detected by periodic supervisory review and may result in adverse effects on Department operations, inconvenience for members of the public, and/or injury or loss of life to self, co-workers, or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, suspects/offenders, court personnel, other law enforcement agencies, crime/accident victims and witnesses, and the public for purposes of exchanging information, providing public assistance, and enforcing applicable laws.

Incumbent reports directly to Shift Lieutenant or Shift Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in an office environment, in the field, and in a vehicle, including sitting/walking/standing for long periods, driving, keyboarding, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, and hearing sounds/communication. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations such as driving at high speeds, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control, and regular vehicle patrols, such as adverse weather conditions and traffic. Incumbent responds to situations involving potential physical harm to self and others. Safety precautions must be followed at all times, including wearing protective clothing/equipment.

Incumbent is required to work irregular and/or extended hours, evenings, weekends, and holidays, serve on 24-hour call, and appropriately respond to emergencies from off-duty status as assigned or directed.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Patrol Officer for the City of Greensburg Police Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes___No____

_____ _____

Applicant/Employee Signature Date

_____

Print or Type Name