

**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  
**DATE REVISED:** March 2016

**STATUS:** Full-time Merit  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation 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 cause an undue hardship.

Incumbent serves as Patrol Officer for the Police Departments 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, and maintains current knowledge of all applicable laws.

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 taping 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.

Maintains own 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; returns documents to appropriate officials and courts.

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

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

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

May serve 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".

May serve 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.

May serve as firearms instructor and/or armour, 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.

May serve as General and/or Specialized training instructor, including scheduling, providing and attending training programs, developing curriculum and related materials, and maintaining records as required.

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

Periodically trains and/or assists new Patrol Officers as assigned.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy, and ability to qualify by obtaining a passing score in Handgun Course of Fire and Shotgun Course of Fire, as required by standards of Indiana Law Enforcement Training Board.

Ability to meet all Department hiring and retention requirements, including successfully completing and maintaining Breath Test Operator Certification, 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 City geography and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations, and take authoritative action as needed.

Working knowledge of and ability to use and properly maintain all assigned uniforms, vehicles, equipment and weapons.

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 photography and taking latent prints.

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

Ability to properly and safely store and secure weapons, including less lethal, taser, and chemical agents.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, 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 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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

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

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

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

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

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed.

Ability to obey all written and oral orders and directives from superior officers, and work alone and with others in a team environment with minimum direct supervision.

Ability to work irregular and/or extended hours, evenings, weekends and holidays.

Possession of a valid Indiana 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. 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, suspects/offenders, court personnel, other law enforcement agencies, crime/accident victims and witnesses, and members of the public for a variety of purposes, including exchanging information, providing public assistance and enforcing applicable laws. 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.

Incumbent reports directly to Shift Lieutenant or Shift Sergeant as assigned.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in an office environment and in the field, often in a vehicle, including, but not limited to, sitting/driving/walking/standing for long periods, close and far vision, and hearing sounds. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent works irregular and/or extended hours, evenings, weekends and holidays.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Patrol Officer for the 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