

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.
- Periodically testifies in court as required, including meeting with Prosecuting Attorney, preparing documentation, and reviewing case materials. Serves various legal documents, including summonses, court orders, and notices of hearings; returns documents to appropriate officials and courts.
- Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons.
- May be given special assignments, such as public speaking engagements, serving as school crossing guard, or providing police escorts. May serve on specialized law enforcement teams, such as SWAT tactical teams, Dare Officer, Evidence Technician, Bicycle Team, Fact, and K-9.
- Periodically attends prescribed in-service and/or training programs for certification in specialized law enforcement areas as assigned or required.
- Performs related duties as assigned.

I. Qualifications Required to Perform Essential Job Functions:

- High school diploma or GED.
- Completion of Greenfield Police Department's probationary period and field training program.
- Or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess and maintain a valid Indiana driver's license
- Must be have or be able to obtain an Indiana Law Enforcement Academy Certificate.
- Ability to meet all departmental hiring and retention requirements.
- Ability to meet all federal and state laws regarding possession and carrying of weapons.
- Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Knowledge, skills and Abilities required to Perform Essential Job Functions:

- 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 perform addition, subtraction, multiplication and division, and to calculate decimals and percentages: may include the ability to perform mathematical operations involving basic algebraic and geometric principles and formulas.
- 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 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 understand, memorize, retain and carry out written or oral instructions and present findings in oral or written form.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of department records and information according to state requirements.
- 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 travel out of town for training, sometimes overnight.
- Possession of a valid driver's license and 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 Corporal/Sergeant of Patrol and/or to appropriate chain of command.

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 serves on 24-hour call, regularly works irregular and/or extended hours, and occasionally travels out of town for training, sometimes overnight.

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

