ELIZABETHTOWN POLICE DEPARTMENT
JOB DESCRIPTION

DATE: **MONTH XX**, 2026

SUBJECT: Job Description – Patrol Officer

TO: All EPD Members

FROM: Derek A. Koch *DAK*
Chief of Police
Elizabethtown Police Department

REFERENCE: Elizabethtown Police Department Policy Manual # 200, Organizational Structure and Responsibility.

LAST NAME	FIRST NAME	MI	BADGE NUMBER

JOB TITLE	ORGANIZATIONAL DIVISION
Patrol Officer	Patrol Services Division

SUPERVISOR'S LAST NAME	SUPERVISOR'S FIRST NAME	JOB TITLE

ASSIGNMENT EFFECTIVE DATE:

POSITION PURPOSE:

1. A Patrol Officer is a first responder position assigned to the Patrol Services Division of the Elizabethtown Police Department.

2. A Patrol Officer is responsible for providing uniformed police service to the public, acting as a visible deterrent to crime, and contributing to the safe and secure operation of the borough as well as the protection of its' residents. The Patrol Officer will perform duties related to law enforcement services that include patrolling assigned areas to deter, detect, investigate, and report illegal activities, investigate traffic crashes, perform

traffic enforcement duties which may include issuing traffic warnings or citations, investigate criminal law violations which may include making criminal arrests, safeguarding civil rights, and enforcing local, state, and federal laws, rules, and regulations.

3. A Patrol Officer falls under the direct supervision of a Patrol Corporal within the Patrol Services Division of the Elizabethtown Police Department. The Patrol Services Division is under the command of a Lieutenant.

DESCRIPTION OF SPECIFIC DUTIES:

1. Patrol designated areas of the Borough with the primary goal of protection of life and property.

2. Be responsible for the enforcement of federal, state and local statutes and ordinances.

3. Answer all calls and complaints, taking necessary police action when appropriate.

4. Serve as an initial public relations representative for the Department.

5. Take appropriate police action at the scene of a crime, administer first aid, gather evidence, locate witnesses, and make arrests.

6. Be responsible for the efficient performance of his/her duties in conformity with the policies and procedures of the Department.

7. Exercise authority consistent with obligations imposed by his/her oath of office and be accountable to his/her superior officers, promptly obeying all legitimate orders.

8. Maintain professional relationships with his/her co-workers.

9. Coordinate his/her efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of service program objectives.

10. Devote the maximum possible time to the performance of his/her basic duties.

11. Ordinarily, hours of duty will be established by Department superiors, but he/she shall be subject to recall at any time in case of special needs or emergencies. He/she shall respond punctually to all of his/her assignments.

12. Maintain his/her firearms and equipment in an operational state of readiness and promptly correct and report deficiencies to his/her supervisor.

13. Complete all reports in conformity with the procedure for their accurate and complete preparation.

14. Maintain constant patrol of his/her assigned area except to perform a police function, to take a meal break, or for personal necessity.

15. Identify criminal conditions and investigate criminal incidents within his/her assigned patrol area.

16. Responsible for all phases of police work, not just his/her specific assignment.

17. Shall furnish information and assistance to anyone properly requesting or needing it, if not inconsistent with his/her work.

18. Is directly responsible for the enforcement of all laws and Departmental orders concerning vice and gambling in coordination with other agencies.

19. Shall suppress all vice activities in his/her area; and if for any reason, if he/she is unable to take proper action, he/she shall submit a written report directly to the Chief of Police explaining the reasons for his/her inability to take action.

20. Promptly report all hazardous conditions on state, county, and municipal highways and any damaged or defective state, county, and municipal property.

21. Carries required equipment, forms, etc., as prescribed by Departmental policy and regulations.

22. Is responsible for all municipal and Departmental property that he/she is using during his/her tour of duty and shall report any loss, damage or defects prior to acceptance or during use, in writing to his/her immediate supervisor.

23. Promptly report to headquarters any emergency, extraordinary or unusual incident, serious crime, or serious traffic crash as soon as practicable.

24. Be courteous to citizens and conduct him/herself in a highly professional manner at all times.

25. Inform and advise his/her immediate supervisor of any significant or unusual condition(s) existing within his/her area.

26. Comply with and enforce all current Department policies and procedures.

27. Report promptly at the designated hour and place, in proper uniform, for assignments and inspections.

28. Be sensitive to the conduct of juveniles and the existence of hazards affecting them, participating in the delinquency control effort.

29. Listen attentively to orders and instructions and read such materials that are made available.

30. Make written notations of such information as necessary and immediately proceed to his/her assignment upon completion of these tasks.

31. Learn the geography of the Borough well enough to enable him/her to give adequate directions to streets, public buildings, and highways in an intelligent manner when requested.

32. Thoroughly familiarize himself/herself with the Borough, learning the locations of all appropriate landmarks, businesses, streets, and highways.

33. Become familiar with all public businesses, offices and their entrances, exits, skylights, fire escapes and other possible means of escape.

34. Make security checks of doors and building entrances during business checks.

35. At all times, maintain an alert and professional demeanor, avoid loitering or lounging about places of business or on the street.

36. Continuously patrol every part of his/her area, giving particular attention to and frequently rechecking locations where crime hazards are present.

37. Investigate open doors or windows under suspicious or unusual circumstances and conduct a thorough investigation to determine whether a burglary or other crime has been committed and whether the door or window can be secured. He/she shall, if necessary, summon assistance to examine the premises and to secure such doors and windows and shall notify the proper people of such circumstances.

38. When circumstances indicate that a burglar may be inside a building, the officer shall immediately summon assistance and then stand guard until sufficient assistance has arrived, then the building will be entered and searched.

39. Selectively check business places during normal working hours and selectively check buildings reported unoccupied to see if any evidence of tampering or entry is found, and if so, he/she shall immediately summon aid to search the premises and apprehend the trespassers.

40. Observe all persons whom he/she encounters during his/her patrol shift and investigate any person whose conduct or presence appears suspicious.

41. Monitor the actions of people walking around the Borough at night.

42. Observe people matching the description of missing persons and wanted criminals, as well as vehicles reported stolen or used in the commission of a criminal offense.

43. Investigate the occupants or contents of vehicles which cause suspicion. Any such investigation or search shall be conducted in accordance with proper legal procedure.

44. Identify and interview suspicious people when appropriate. In all cases, good judgement and discretion should be used in making an arrest.

45. Coordinate his/her efforts with other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of service objectives.

46. Communicate to his/her supervisors and co-workers all information he/she may have obtained, which is pertinent to the achievement of service program objectives.

47. Conduct himself/herself in accordance with high ethical standards, both on and off duty.

48. By study and research, become familiar with advanced techniques and ideas designed to improve police performance.

49. He/she shall assist in the Department's program to:

a. Improve efficiency and cooperation in areas of common responsibility.

b. Advance public relations to promote public confidence and support.

c. Properly and economically use the Department's equipment and resources.

50. 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 Department, suggesting procedures to be followed.

51. Ensure the civil treatment and the observance of rights of all people coming into the scope of his/her authority.

52. Familiarize himself/herself with Department policies and procedures including but not limited to:

a. Prevention and suppression of crime.

b. Protection of life and property.

c. Apprehension and prosecution of offenders.

d. Preservation of the peace.

e. Enforcement of regulatory measures.

53. Enforce traffic laws and ordinances and relieve conditions interfering with the safe and expeditious movement of vehicles and pedestrians.

54. Promptly report street lights and other borough fixtures that are inoperable.

55. Before the beginning of his/her tour of duty, inspect the vehicle assigned to his/her use and report any damage or deficiency.

56. During his/her tour of duty, use the vehicle assigned to him/her in a safe and efficient manner, avoiding hazardous or careless operation.

57. Promptly report on prescribed forms, all accidents involving the vehicle assigned to his/her use.

58. Be alert to the conditions tending to cause crime, take preventative action, and notify his/her superiors. He/she shall inform the public of conditions they can correct to prevent crime.

59. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into his/her custody.

60. Identify and investigate any person whom he/she reasonably believes to be engaged in unlawful activity.

61. Notify the station of any prolonged interruption to patrol activity.

62. Upon discovery of a crime, move promptly to apprehend the offender, either through individual effort or by full utilization of Department resources. When pursuit or apprehension is not feasible, he/she shall complete a thorough investigation and diligently relay information to other units or agencies to enlist their aid.

63. Conduct a thorough, unbiased investigation of all offenses within his/her area of assignment and scope of activity.

64. Make every effort to detect crime, mitigate traffic conditions, or prevent repetition of disorder by appropriate action within his/her area of assignment.

65. Be alert to borough responsibilities to keep public highways, streets, avenues, alleys, sidewalks, public grounds, bridge viaducts open, in repair, and free from nuisance.

66. Inspect activities where permits or licenses are required and take appropriate action in all instances where necessary authority has not been procured.

67. Note conditions which adversely affect the appearance, safety, and health of the community, enforcing applicable laws, ordinances, and regulations and/or making referrals to agencies having primary responsibility.

68. When detailed at the location of any assembly of people, remain vigilant to prevent disorder, damage to property, or injury to anyone.

69. Provide an immediate response to any need for police service notwithstanding the special nature of his/her assignment.

70. Perform all other duties as required/ordered.

JOB QUALIFICATIONS:

1. Be a citizen of the United States.

2. Be 21 years old before the deadline for submitting a completed application.

3. Possess a diploma from an accredited high school or a Graduate Equivalency Diploma (GED).

4. Be physically and mentally fit to perform the essential job duties of a police officer.

5. Possess a valid drivers' license from the Commonwealth of Pennsylvania prior to appointment.

6. Meet all other requirements designated by the Elizabethtown Borough Civil Service Commission.

7. Meet the minimum employment standards for police officers as established by the Municipal Police Officers' Education and Training Commission (MPOETC).

8. Successfully pass all hiring standards set forth by MPOETC, the Elizabethtown Civil Service Commission, and the Elizabethtown Police Department.

REQUIRED SKILLS:

1. Knowledge of modern law enforcement principles, procedures, techniques, and equipment and applicable criminal law, codes, and legal procedures.

2. Knowledge of modern techniques of the administration of a law enforcement agency.

3. Knowledge of accepted safety practices in the workplace.

4. Skill in the operation of police vehicles, police radios, police safety equipment, the safe and acceptable use of firearms and other weapons as required, restraint devices such as handcuffs, cellular telephone, computers and software for report writing, office equipment, and other equipment related to law enforcement duties. Skill in the application of arrest and control techniques.

5. Perform work requiring good physical condition, exercise sound judgment in calmly evaluating situations in making reasonable, effective, and prompt decisions under emergency and potentially dangerous conditions, have the ability to learn, retain, and apply Departmental policies and procedures, and follow and effectively give verbal and written instructions.

6. Ability to establish and maintain effective, positive, and impartial working relationships with subordinates, peers, supervisors, and the governing body of the municipality.

7. Ability to learn, interpret, and apply materials as needed, including applicable laws and codes and new methods of police administration.

8. Ability to develop and maintain effective working relationships and interact with individuals and groups including individuals from diverse socio-economic, racial, and ethnic backgrounds, abilities, lifestyles, ages, and genders in a fair and impartial manner.

9. Ability to apply professional law enforcement methods, crime prevention techniques, and problem-solving methods to reduce crime and promote a safe environment in the community.

10. Ability to establish and maintain a positive, professional relationship between the community and the Department to address crime and public disorder problems.

11. Ability to communicate effectively in a clear and concise manner both orally and in writing.

12. Ability to work with little or no supervision.

13. Ability to accept constructive criticism in a positive manner as a learning mechanism.

14. Demonstrate the ability to accept responsibility for "mistakes" and to learn from past "mistakes."

15. Consistently demonstrate personal and professional honesty and integrity.

16. Consistently demonstrate reliability by following instructions, accuracy in work product, promptness, and punctuality.

17. Possesses a "team-first" mindset and prescribe to a "lead by example" philosophy.

18. Possesses the ability to utilize sound and independent judgment that serves the best interests of both the Department and the community.

CERTIFICATION: By signing below, I acknowledge the requirements of this position as listed in this Position Description.

_____

Employee Name/Signature Date

_____

Supervisor Name/Signature Date

_____

Reviewer Name/Signature Date