



City of Greenwood – Police Officer

Job Title:	Police Officer	Job Category:	Non-Exempt
Department/Group:	Police/Uniform	Travel Required:	No
Location:	Police Station	Position Type:	Full Time
Level/Salary Range:	Current per Salary Ordinance	Supervisor:	Sergeant, Lieutenant, Assistant Police Chief

Duties and Responsibilities:

- Compliance with the Law Enforcement Code of Ethics, Greenwood Police Rules and Regulations, Greenwood Police General Orders and Greenwood Police Operating Procedures. Compliance with the City of Greenwood Employee Handbook if applicable.
- Patrol traffic of City streets and other designated areas to ensure motorists observe traffic regulations and exhibit safe driving procedures. Maintain high visibility and ensure security of residents and businesses.
- Respond to and investigate traffic accidents to determine cause(s) and to determine if a crime has been committed. Direct vehicular and pedestrian traffic as needed
- Render aid to accident victims and other persons requiring first aid. Photograph and record accident scene and take statements from victims and witnesses.
- Investigate and report suspicious or unlawful activities and take appropriate action to enforce applicable laws.
- Monitor communication devices and respond to distress and complaint calls. Assess and bring situations under control, take statements and provide assistance.
- Pursue, apprehend, search and arrest suspects per City of Greenwood Police SOP's. Advise suspects of their rights and transport to detention area.
- Intervene, mediate and assists in resolution of citizen disputes.
- Investigate crimes including search of crime scenes. Collect, preserve and protect evidence according to procedures. Conduct legal searches of persons and property per proper documentation.
- Serve various legal documents including summons, court orders and notices of hearings. Periodically testify in court.
- Responsible for preparation of proper reports and documents according to department regulations.
- Maintain appearance and serviceability of assigned vehicle, uniform, equipment and weapons.
- Serve or coordinate specialized law enforcement teams such as SWAT tactical teams, dive team and/or K-9 team.
- Render practical application of Police Department policies and procedures, rules and regulations and universal health/safety precautions. Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED and certification (or qualified to complete certification) by the Indiana Law Enforcement Academy. Bachelors in Criminal Justice preferred.
- **Experience:** One to three years prior police or security a plus.
- **Skills and Abilities:** Ability to meet all departmental hiring and retention requirements. Must be able to pass the Handgun Course of Fire and Shotgun Course of Fire as required by the standards of the Indiana Law Enforcement Training Board. Proficient in Word and other computer software.

[**POLICE: Preliminary Application**](#)