



City of Greenwood – First Class Patrolman

Job Title:	First Class Patrolman	Job Category:	Non-Exempt
Department/Group:	Police/Uniform	Job Code:	
Location:	Justice Center 186 Surina Way Greenwood IN 46143	Travel Required:	No
Level/Salary Range:	Current per Salary Ordinance	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Sergeant, Lieutenant, Deputy Chief of Uniform Division
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Work in partnership with the City of Greenwood (City) to maintain law and order, protect individuals, their rights and property. Prevent and reduce the fear of crime to improve quality of life in the City. Enforce state and local laws, maintain order, respond to emergencies and make arrests when warranted.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- 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.



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- 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.

These are the minimums required to perform the essential duties/requirements of this position.

Physical:

- 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, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.
- Must possess valid driver’s license and a safe driving record and be able regularly work 12 hour shifts and extended hours and to serve on 24-hour call.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: