TITLE: Police Officer

REPORTS TO: Police Chief or the Officer in Charge

DEFINITION:

As a Police Officer for the Borough of Greencastle, you will be responsible for promoting the safety of the community. While that is frequently done by the investigation of illegal activities and the subsequent arrest of offenders is also accomplished by assisting members of the community in times of need as well.

EXAMPLES OF ESSENTIAL FUNCTIONS:
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed as a police officer. The omission of an essential function does not preclude the Chief or Officer in Charge from assigning duties not listed herein if such functions are a logical assignment to the position.

1. Be assigned to weekly shift work a portion of seven days per week including weekends, nights, and holidays
2. Vehicle and foot patrols
3. Conduct community and public services
4. Promote positive relationships with the community, including individuals and groups
5. Respond to emergencies and service calls assisting citizens and visitors
6. Conduct criminal investigations
7. Investigate a variety of incidents including motor vehicle crashes
8. Produce sound investigative reports and records of work
9. Make criminal arrests and the associated paper-work; testify in court (reference the Pa. Crimes Code, Rules of Criminal Procedure, Pa. Drugs, Devices and Cosmetics Act, and the Borough of Greencastle Code of Ordinances)
10. Provide mutual aid assistance to other police officers (Municipal, State, and Federal), the District Attorney's office, and other law enforcement agencies
11. Provide assistance and safety duties to other emergency services (fire, emergency medical services, fire-police)
12. Issue traffic citations and written warnings (reference the Pa. Vehicle Code and the Borough of Greencastle Code of Ordinances) testifying in District Court and Court of Common Pleas
13. Take charge of incident scenes that may be chaotic in an effort to return to good order
14. All duties are conducted under human made and adverse weather conditions in very stressful situations 24 hours a day
15. Duties are performed with the understanding that serious injury or death may occur
16. All other duties as assigned.

PHYSICAL REQUIREMENTS:

1. The physical demands of a Police Officer are representative of being a police officer. A typical shift may include excessive standing, sitting, bending, running, walking, fighting, driving, lifting, and handling of large or heavy objects and/or persons. Tasks may involve extended periods of time at a computer keyboard or work station.
2. A Police Officer will wear a duty belt and body armor at all times while on patrol.
3. All physical demands will take place in all weather conditions, inside and outside, often times without breaks or rest.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, AND LICENSING STIPULATIONS:

1. Must be a High School graduate or equivalent
2. Must be able to read and write the English language
3. Must possess good communication skills, both written and verbal
4. Must maintain a valid PA driver's license for class "C" vehicles at a minimum
5. Must be twenty-one (21) years of age or older
6. Must be permitted under state and federal guidelines to possess firearms
7. Must have and maintain Municipal Police Officer certification (Act 120) as prescribed by M.P.O.E.T.C.
8. Must possess and maintain skills necessary to operate basic law enforcement equipment including but not limited to vehicles, radios, computers and firearms
9. Must complete mandatory position relevant training as dictated by the Commonwealth of Pennsylvania and the Borough of Greencastle Police Department.

I acknowledge that I have read the "Job Description" of Police Officer for the Borough of Greencastle.

_____   _____   _____
(Applicant Signature)   (Date)   (Witness Signature)

Police Management has the right to recommend to the Personnel Committee additions and/or modifications to duties of the position at any time**