



TOWN OF CROTHERSVILLE POLICE DEPARTMENT

404 Moore Street
Crothersville, IN 47229
812-793-0049
Fax: 812-793-2681

JOB DESCRIPTION

Position: Patrol Officer

- Patrols a specified district or beat on foot, patrol vehicle (marked or unmarked).
- Gives information to pedestrians and motorists; checks for any law violations; writes citations for state infraction or local ordinance violations; directs traffic and escorts convoys.
- Responds to radio calls and investigates complaints, disturbances, accidents, administers first aid in emergencies.
- Watches for suspicious cars, curfew violators and wanted persons; makes arrests for violations of laws.
- Serves warrants and subpoenas; transports prisoners; appear and testify in court.
- Investigates conditions hazardous to life or property; conducts initial investigations of crime and crime scenes; may assist detectives in criminal investigations; collect and preserve evidence.
- Write reports, read bulletins, reports, orders, and implement indicated changes as appropriate.
- Work normally consists of routine police tasks performed according to department policies and procedures.
- Must be able to act without direct supervision
- All other duties requested by supervisors.

SKILLS SETS:

- Knowledge of public relations in law enforcement.
- Knowledge of safe automobile operation involving the vehicle code.
- Knowledge of principles of first aid.
- Ability to be courteous but firm with the public.
- Ability to react quickly and calmly under emergency conditions.
- Ability to make sound decisions.
- Skill in observation and memory of places, persons, names, and incidents.
- Ability to develop skill in the use of firearms.
- Ability to analyze situations and to adopt an effective course of action.
- Ability to read and understand laws, ordinances, departmental policies, rules, written and oral instructions.
- Ability to read and write reports.
- Skills in verbal, numerical, and abstract reasoning.