



# GREENBELT POLICE DEPARTMENT

## Job Description-Police Officer

**Department:** Police  
**FLSA Designation:** Non-Exempt

**Approved:** 6/16/2006  
**Revised:** 07/13/2016  
**Revised:**

### Distinguishing Features of the Class

The fundamental reason this classification exists is to perform general duty police work in the protection of life and property through crime prevention and the enforcement of laws and ordinances. Employees within this class are responsible for a full range of duties including routine patrol, law enforcement, preliminary investigations and traffic control for a designated area on an assigned squad. A Police Officer's duties range from periods of physical inactivity to situations requiring extreme physical exertion and may involve an element of danger. Employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. Specific work assignments are made by a Police Sergeant or other supervisor, and performance is checked through personal inspections, and review of oral and written reports. With experience and training, officers may apply for specialized assignments including, but not limited to, detective, bike officer, traffic, community relations.

### Essential Functions

- Patrols a designated area of the City by radio equipped car, bicycle or on foot, to prevent, discover, and deter the commission of crime, to enforce criminal law, to direct traffic, and to enforce motor vehicle operation and parking regulations;
- Responds to calls and complaints involving fire, automobile accidents, domestic and neighborhood disturbances, assaults, robberies, and other misdemeanors and felonies;
- Writes detailed reports on police-related activities;
- Interviews persons with complaints and makes proper disposition or directs them to the proper authorities;
- Secures crime scenes, administers first aid, arbitrates disputes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, makes arrests, and transports offenders;
- Gives advice and general information to inquiries from the public;
- Serves as a witness in court in connection with arrests and investigations;
- Attends periodic training classes in police methods, first aid, firearms and related subjects

- Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area;
- Enters or retrieves data from a computer terminal, PC or other keyboard device;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs other duties as assigned.

### **Required Knowledge, Skills and Abilities**

Knowledge of:

- The United States and Maryland Constitutions, Federal, State and City criminal and traffic laws and ordinances, related court decisions, Department policies, General Orders and Operations Orders.
- General social problems and cultural diversity of citizenry.
- Modern police methods, practices and procedures.
- The geography of the City, community service organizations, location of facilities and buildings.
- First aid principles and practices.

Ability to:

- Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.
- Exercise judgment and make decisions as to appropriate action under pressure in accordance with rules, regulations and policies.
- Work cooperatively and courteously with all segments of the public.
- Use and properly care for firearms and related police emergency equipment.
- Recognize and control sources of personal stress in order to perform class requirements.
- Apply first aid principles and practices.
- Observe and monitor people's behavior or objects to determine compliance with laws, codes, and regulations, and recall details accurately.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Travel across rough, uneven or rocky surfaces.
- Comprehend and make references from material written in the English language and learn job-related material through observation, structured lecture, and oral instruction. This learning takes place in an on-the-job training or classroom setting.
- Maintain moral standards and integrity.
- Maintain personal appearance and equipment to set example.

- Remain in a standing or sitting position for extended periods of time.
- Work in a variety of weather conditions with exposure to the elements.
- Maintain a level of physical fitness to meet Department standards.
- Work safely without presenting a direct threat to self or others.

**Additional Requirements**

- This classification requires the use of City vehicles. Individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Some positions will require the performance of other essential functions depending upon work location, assignment, or shift.

**Acceptable Experience and Training**

High school graduate or G.E.D. high school equivalency test. Successful completion of a Maryland Certified Police Academy or Comparative Compliance Certification.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commander Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The City of Greenbelt is an Equal Opportunity Employer**