

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

|                     |                               |                   |  |
|---------------------|-------------------------------|-------------------|--|
| Job Vacancy:        | <b>Recruit Patrol Officer</b> | Department:       | Police                                 |
| Requisition Number: | 2025164                       |                   |  |
| Hours:              | Varies                        | Rate of Pay:      | \$71,308.12 to \$79,231.10<br>Annually |
| Date Posted Up:     | 3/3/25                        | Date Posted Down: | 5/30/25                                |
| Time Up:            | 8:00 am                       | Time Down:        | 5:00 pm                                |

**SUMMARY**

Working under the direction of the Sergeant of Uniform/Operations Division, incumbent patrols an assigned area on foot, motorcycle or in an automobile, to prevent crime or disturbances of the peace, to respond to calls for assistance and to arrest violators when necessary. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Patrols assigned areas of the city, and familiarizes self with the area, persons, routines, etc. so as to note suspicious persons and/or events and report irregularities to superior officers;
- Answers calls for service involving disturbances, property crimes, traffic problems, alarm calls, or any other hazards involving public safety;
- Enforces all laws applicable within City limits;
- Conducts crime scene investigations and completes reports on same;
- Effectively enforces the laws of the State of Indiana;
- Appears in court as witness and as arresting officer;
- Directs or reroutes traffic in cases of emergencies;
- Ability to read and understand policies, rules, regulations, laws, instructions and police literature;
- Analyzes situations and adopt quick, effective, reasonable courses of action;
- Writes clear, accurate reports;
- Expresses self orally in an authoritative manner, when necessary;
- Drives an automobile safely and efficiently;
- Learns the care and use of firearms;
- Keen observation and the ability to remember names, faces and details;
- Physical agility and the ability to meet all prerequisites for age, weight, eyesight, height and physical and psychological capabilities;
- Possess the ability to carry a Department approved firearm and demonstrate proficiency in its use. Must be capable to physically engage to make a forcible arrest;
- Solves neighborhood concerns by working with citizens to gain input and advice so that a suitable course of action can be planned and implemented;
- Maintains valid Indiana Driver's License.

**MARGINAL FUNCTIONS**

- Assists in receiving, searching, booking, fingerprinting and supervising prisoners;
- Investigates and reports crimes;
- Performs special assignments and duties depending on area of assignment;

- Performs other duties as assigned.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org), [www.fwpd.org](http://www.fwpd.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 21-40 years of age. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.