

Thurmont Police Department  
Job Description

*Police Officer*

Kind of Work:

This is a sworn officer position assigned to the Thurmont Police Department. This position provides a full range of law enforcement services to the community through community oriented and team management approaches. A police officer performs law enforcement duties to protect life and property and has the greatest impact on the achievement of the Department's mission. Supervision and direction is received from the *Supervisors/Commanders*.

Examples of Work include but are not limited to:

- Enforces laws and ordinances.
- Responds to calls for service and investigates complaints of disorder or criminal conduct.
- Performs patrol duties throughout the town.
- Executes business and residential patrol checks.
- Makes arrests of persons who have violated laws or ordinances.
- Collects and preserves evidence pertaining to criminal activity for presentation to appropriate prosecuting authorities.
- Provides emergency assistance when required.
- Testifies in court when needed.
- Investigates conditions hazardous to life or property and takes appropriate remedial action.
- Maintains official records of incident, prisoners, daily activities, and related criminal and civil matters.
- Conducts training of new recruits, and provides guidance and direction to officers of lesser rank or seniority.
- Assists the Department with proactive measures of law enforcement, community awareness programs, education, and training.
- Participates in special enforcement operations as assigned.
- Maintains servicing and appearance of assigned vehicles and equipment.
- Attends meetings, training, and education as assigned.
- Performs other tasks as directed serving the public interest and well-being.
- Ensures a good Department image by displaying professional conduct at all times.

Qualifications and Requirements:

- High School diploma or equivalent GED.
- Minimum age of 21 years (upon completion of training academy)
- Ability to apply training to respond quickly, calmly, and effectively in emergency situations, demonstrating good judgment and independent action.

- Ability to establish and maintain effective working relationship with co-workers and the general public, maintaining professional attitude, appearance, and manner of performance.
- Knowledge of federal, state, local, motor vehicle, and criminal laws.
- Knowledge of court system rules and process.
- Knowledge of the Thurmont area.
- Ability to effectively coordinate and organize duties of the position.
- Ability to directly work and provide guidance to officers of lesser rank and seniority.
- Ability to carry out work with general supervision and act as a team member.
- Ability to write clear, concise reports, and maintain organizational records of activities.
- Maintain satisfactory evaluations.
- Maintain in-service training requirements in accordance with standards of the Department regulations and the Maryland Police and Corrections Training Commission.
- Maintain firearms qualifications in accordance with department regulations and the Maryland Police and Corrections Training Commission.
- Maintain possession of a valid driver's license.
- Maintains a sound physical and mental condition in order to effectively respond to the spontaneous physical demands of comprehensive law enforcement duties, and the ability to meet and maintain compliance with departmental standards.

*Revised Date: 06/10/2019*