

Police Officer

DUTIES: Enforces all city and state codes, ordinances, laws and regulations, in order to protect life and property and to prevent crime and promote security. Maintains visibility by patrolling assigned area, city streets, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, vagrants, suspicious persons, and violators. Performs surveillance of various locations and of criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to locations/suspects; files intelligence reports. Investigates reported crimes; interviews and obtains statements from victims, witnesses, suspects, and confidential informants; processes crime scenes; maintains crime scenes; gathers, prepares, protects, and submits evidence to crime lab. Obtains warrants; performs various search operations; locates missing persons. Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues fleeing and subdues resisting suspects; makes arrests when and where necessary; processes and transports prisoners. Responds to emergency calls and calls for assistance; mediates disputes and advises suspects of rights. Assists fellow officers as requested/necessary on domestic and theft calls, executing warrants, serving subpoenas, and making traffic stops. Responds to accident calls; gathers information at the accident scene; investigates and reconstructs serious injury or fatal accidents; interviews victims and witnesses; investigates hit and run accidents; notifies relatives of victims as necessary. Performs functions at accidents, emergencies, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; directs traffic; interacts with emergency medical technician (EMT) teams. Establishes road blocks; administers field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards. Stops vehicles for traffic violations; issues traffic citations and warnings. May perform special operations/detail activities such as special response team (SRT), drug task force, DUI task force, negotiations, juvenile, homicide, gang unit, narcotics, environmental protection, training, teaching, and/or other duties as assigned. Contacts command/supervisory personnel for emergency response and critical incident communications. Identifies illegal drugs and hazardous materials; maintains knowledge of prescription drugs. Enters/retrieves data to/from computer system including stolen property, arrest and wanted persons information, investigation data, and criminal/driving records checks; reviews crime statistics. Assists with interdepartmental duties and city activities, which may include working within school zones, directing traffic, assisting in animal control, providing security at city social events and athletic activities, special escorts, crowd/riot control, or other special assignments. Documents case information; assists in the prosecution of offenders; appears in court to present evidence and testimony. Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals; takes and relays messages and/or direct calls or questions to appropriate personnel; returns calls as necessary. Attends community meetings and assists with community activities, programs, and crime prevention; may promote and participate in DARE program. Exchanges information with dispatchers, attorneys, court personnel, medical examiner, medical professionals, and other departments and agencies. Maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review. Attends shift meetings, seminars, and training sessions as required to maintain knowledge of departmental and city operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws. Composes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files. Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction. Maintains cleanliness of vehicle; requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition; performs other related duties as required. **STARTING SALARY \$17.582 TO \$21.370 PER HOUR, DOQ.**

QUALIFICATIONS: High school diploma or GED required; no previous experience required; Georgia Peace Officer Standards and Training (POST) Certification as a law enforcement officer and some experience preferred. Must possess and maintain a valid Georgia driver's license. Must be at least 20 years of age. Must be a U.S. Citizen or resident status. Must pass and maintain current (POST) certification requirements as a law enforcement officer. Must be qualified to operate a firearm. No felony or domestic violence convictions, or misdemeanor conviction involving moral turpitude. Must pass a drug and psychological screening and background investigation.

ALL INFORMATION SUBMITTED MAY BE SUBJECT TO REVIEW UNDER THE GEORGIA OPEN RECORDS ACT

THE CITY OF ALBANY IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Albany, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Albany, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Signature: _____ Print Name: _____ Date: _____