



Police Officer Police

PD/8

JOB SUMMARY

This position is responsible for performing uniform patrol, criminal investigation, and other related law enforcement duties as assigned.

MAJOR DUTIES

1. Patrols the city to detect and deter crime and to enforce local, state, and federal laws.
2. Answers calls for service.
3. Conducts traffic stops and enforces state laws and local ordinances.
4. Assists stranded motorists
5. Conducts security checks on banks, residences, schools, and local businesses.
6. Provides escort services for city workers, funerals, and bank/business employees as requested.
7. Makes arrests for criminal violations.
8. Executes search and arrest warrants.
9. Responds to crime scenes and crimes in progress.
10. Interviews victims, suspects, and witnesses.
11. Assists with security and traffic control at special events.
12. Transports inmates.
13. Directs traffic as needed or assigned.
14. Serves as a member of a specialized unit as assigned.
15. Investigates traffic accidents.
16. Maintains assigned vehicle and equipment.
17. Reviews and remains informed of all changes to local, state, or federal laws.
18. Resolves conflicts and disputes within the community.
19. Assists other departments or agencies as needed.
20. Provides courtroom security as assigned.
21. Writes reports, prepares case files, and ensures that all documentation is completed in a timely manner and in accordance with applicable department standards.
22. Performs welfare checks on elderly citizens.
23. Performs other assigned duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of law enforcement principles and practices.
2. Knowledge of department and city policies and procedures.
3. Knowledge of federal, state, and local laws.
4. Knowledge of peace officer training principles.
5. Knowledge of city geography and roads.
6. Skill in operating computers and various software programs.
7. Skill in operating emergency vehicles in emergency situations while monitoring the area for suspicious or criminal activities.
8. Skill in the use of radio/communications equipment.
9. Skill in the use of firearms and other weapons and in the use of physical force.
10. Skill in planning, organizing, and decision making.

11. Skill in making rapid assessments of varying situations and making rapid decisions.
12. Skill in resolving conflicts.
13. Skill in relaying information and instructions accurately.
14. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Uniform Code of Georgia Annotated, the US Constitution, local codes and ordinances, and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The variety of situations to be responded to, some dangerous and life-threatening, contribute to the complexity of the position.
- The purpose of this position is to perform patrol, investigative, and other law enforcement duties. Success in this position contributes to the safety of city residents and visitors and to the enforcement of local, state and federal laws.

CONTACTS

- Contacts are typically with co-workers, other city employees, court personnel, and attorneys, representatives of other public safety agencies, victims of crimes, witnesses, suspects, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is occasionally performed while sitting at a desk or table and typically performed while intermittently standing, walking, bending, crouching or stooping. The employee occasionally frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to contagious or infectious diseases or irritating chemicals. Work requires the use of protective devices such as masks, goggles, or gloves and of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- Must be at least 18 years of age.
- Must be a US citizen.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Must possess or be able to obtain a law enforcement certification in Georgia as issued by the Peace Officers Standards and Training Council.
- Must have no felony convictions, no misdemeanor convictions involving moral turpitude, and no convictions of domestic violence or domestic violence related offenses.