

City of Snellville Class Specification

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POSITION: POLICE OFFICER
REPORTS TO: POLICE CORPORAL
DEPARTMENT (S): POLICE

NATURE OF WORK

This position is general law enforcement work responsible for protecting life and property and enforcing laws and ordinances. Work involves routine patrol work in an assigned area, responding to emergency calls, alarms, and citizen complaints. Duties include traffic enforcement assignments, preliminary investigations, and other related work. An officer of higher rank reviews work assignments and gives specific instructions and assistance when special problems arise or backup is needed. Work requires independent judgement and discretion in difficult or unusual situations. Work involves an element of personal danger. Work is performed under the general supervision of a police sergeant.

MAJOR RESPONSIBILITIES AND DUTIES

- Maintains law/order and protects lives and property to include:
 - Patrolling assigned police zone (s)
 - Receiving calls assigned by communications via radio and responding
 - Responding to and investigating assigned calls and taking appropriate action
 - Handling stressful situations according to department policy/procedure (i.e. restraining combative/uncooperative persons, making instantaneous decisions having life or death consequences, etc.)
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 - Conducting security checks of businesses, parks, public buildings, industrial areas and residences
 - Maintaining traffic control through observation and the use of speed detection devices, issuing citations and/or making arrests for violations of laws and ordinances when necessary
 - Issuing citations and/or making arrests for violations of laws and ordinances incident
 - Writing incident reports
 - Attending court on cases investigated or reports written and testifying regarding same

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- Transporting prisoners
 - Locating defendants and serving criminal warrants
 - Assisting with crowd control and security assignments at various public gatherings or incident scenes
 - Reporting hazardous conditions on public roadways and bridges
 - Conducting surveillance
 - Aiding the public as needed
 - Providing information regarding victim rights
 - Providing guidance to individuals involved in domestic violence incidents
 - Providing backup as needed
- Conducts and prepares investigations of vehicle accidents, to include, but not limited to:
- Assessing victims/patients and rendering aid to the injured prior to EMS arrival, if required
 - Requesting assistance of other agencies, including fire and emergency medical service, wreckers, other officers and other appropriate resources
 - Directing traffic as assigned at accident scenes as necessary
 - Determining cause of traffic accident (s) and writing citation (s) for traffic violations where appropriate
 - Preparing accident reports
 - Maintaining integrity of crime scenes
 - Investigating complaints of criminal activity, domestic violence or disturbance or other suspicious conditions
 - Preparing reports on crimes or incidents to include background information, witnesses' and victims' statements and lists of stolen items
 - Processing persons arrested following established procedures
 - Preparing reports on felony arrests
 - Reporting to supervisory and/or communications personnel as necessary via radio or other means
- Responds to and investigates complaints of crime, domestic disturbances, or suspicious conditions, to include:
- Informing supervisor and/or communications personnel of situation via radio or other means
 - Acting necessary to investigate and resolve such situations
 - Completing reports as required
- Renders assistance to other officers or agencies, to include:
- Assisting juvenile officers in handling runaways, delinquents and troubled juveniles, as needed
 - Responding to emergency calls and assisting where necessary
 - Assisting with protecting lives and property as needed
 - Collaborating with other law enforcement agencies in the apprehension of wanted persons

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- Serving as backup to any law enforcement officer requesting assistance in his/her designated geographic area
- Attends, participates in daily roll call including inspection and training prior to going on duty to include:
 - Receiving briefing information or instructions concerning duties, criminal activities, changes in laws or procedures and/or new legislation
 - Preparing uniform, equipment and vehicle for appearance, safety and maintenance inspections
- Participates in training programs to improve knowledge and skills by:
 - Attending in-service training as required by the Georgia Peace Officers Standards and Training Council (POST) and other training as deemed necessary by the Snellville Police Department
 - Maintaining proficiency with department issued weapons (i.e. firearms, impact weapons, etc.).

DESIRABLE QUALIFICATIONS

- Education and Experience
 - High School diploma or equivalent
 - GA POST Certification
 - Experience as a sworn police officer
 - Any equivalent combination of education and experience may be acceptable
- Knowledge, Skills, and Abilities
 - Knowledge of federal and state laws, criminal and traffic laws, city ordinances governing law enforcement action.
 - Knowledge of geography and city boundaries; road network, public buildings and emergency facilities
 - Knowledge of civil proceedings
 - Knowledge of first aid procedures and appropriate guidelines governing their use on the injured
 - Knowledge of mechanics of arrest tactics and procedures as well as knowledge of departmental policies and procedures
 - Skill in the use of specialized equipment (i.e. firearms, measuring wheel, drug testing kits and computer/associated software, etc.
 - Skill in understanding and following oral and written instructions quickly and correctly, and responding quickly to changing situations
 - Skill in written/oral communications with the ability to deal with the public in a firm and fair, but courteous manner
 - Skill in performing strenuous tasks under adverse conditions
 - Skill in driving emergency vehicles of various types under hazardous and emergency conditions as well as routine driving

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- Skill in the use of vehicle emergency equipment (i.e. siren box, VCR recording devices, speed detection device, etc.).
- Skill in the use of specialized equipment (i.e. firearms, measuring wheel, ASP baton, chemical agents, computer/associated software, etc.).
- Ability to obtain information through interviews, interrogations and observation for police and investigative work
- Ability to react quickly and effectively and to use good judgement in emergency situations
- Ability to remain calm in stressful situations
- Ability to establish and maintain effective working relationships with other employees, other agencies, and the public
- Ability to write and edit clear and concise reports
- Basic knowledge of overall criminal justice system

OTHER REQUIREMENTS

- Must be twenty-one (21) years of age or older
- Completion of POST approved in-service training each year as required by the State of Georgia
- Ability to qualify with firearms
- Must be a citizen of the United States
- Must have no record of any felony conviction
- Ability to drive and operate the department's assigned vehicles and equipment in an efficient and safe manner
- Must be willing and able to work rotating shifts, variable hours and be on call.
- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle report
- Must be free of any physical, emotional, or mental condition which would adversely effect ability to perform the duties of this job

GUIDELINES

Guidelines include federal and state laws, criminal and traffic laws, city ordinances, departmental policies and procedures, and court decisions. Procedures for completing the work have been established and specific guidelines are available for a majority of the work process and assignments. The incumbent is required to select the most appropriate guidelines for varying situations. The incumbent must also maintain a current knowledge of all guidelines, which are often changed as applicable laws/ordinances change

COMPLEXITY

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The work involves performing various duties in protecting life and property and enhancing public safety within the City of Snellville. The incumbent is required to perform varied duties such as physical observation, simultaneous operation of vehicle and computer, processing of reports, and interpersonal communications, often in adverse circumstances. The diversity of the population served, its rapid growth, and performing the job under rotating shift schedules, makes the work more difficult. The incumbent is expected to be able to gather information from diverse populations or groups and apply accurate judgement in varying situations

SCOPE AND EFFECT

The purpose of this position is to perform protective service duties to ensure a safe environment for those within the City of Snellville. This requires application of very close scrutiny to daily activities to identify any problems or potential criminal activity. Successful implementation of the work results in a safer atmosphere and a decrease in citizen victimization. Errors in the work impact health, safety, and well - being of city residents, visitors, and personnel. It also affects the crime rate, which ultimately impacts the entire city.

PERSONAL CONTACTS

Contacts are with co - workers, other city personnel and the general public, (i.e. individuals from varied socioeconomic backgrounds) which are often in unstructured settings; safety and law enforcement personnel, health service and support workers, the business community and representatives of the court system.

PURPOSE OF CONTACTS

Contacts are for assisting, responding to, influencing, interviewing and/or motivating in either cooperative or uncooperative atmosphere.

PHYSICAL DEMANDS

The work is performed while intermittently sitting, standing, walking, bending, crouching, and stooping. The incumbent must have strength and dexterity necessary to subdue/physically restrain combative suspects, which may involve running, wrestling/fighting, applying restraints, lifting heavy objects, etc. The incumbent is subjected to extended periods of physical and mental exertion under highly stressful conditions and must be able to remain calm and think logically when defending himself/herself from immanent danger, apprehending perpetrators of crimes, etc. The employee must be able to effect an arrest, forcibly, if necessary, using specialized weapons in self - defense. The employee must be able to load, unload, aim and operate firearms and conduct visual and audio surveillance for extended periods of time. The employee must have correctable hearing; visual and speaking abilities to perform assigned duties.

WORK ENVIRONMENT

Work is either performed in an office environment or is performed inside a police vehicle until the incumbent arrives at call scenes where he/she may be subjected to rapid changes in environment; conditions which may be highly dangerous and life threatening, involving such hazards as flammable substances, explosives, firearms, traffic, exposure to contagious diseases, dangerous animals and hostile individuals or crowds.

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SUPERVISORY RESPONSIBILITY

None

Requirements included in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities