



JOB TITLE: Police Officer

PD/3

DEPARTMENT: Police Department

JOB SUMMARY: This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES:

- Patrols the city to detect and deter criminal activity and traffic violations.
- Responds to 911 and non-emergency calls, including fires, domestic disputes, assaults, burglaries, disorderly conduct, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Executes criminal arrest and search warrants.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Issues traffic citations.
- Provides assistance and backup support to other officers as necessary.
- Provides first aid and CPR to victims as necessary and assists motorists.
- Provides traffic direction as needed for events such as parades, funerals, ball games, and school crossings.
- Testifies in judicial proceedings; assists with prosecuting felony and misdemeanor cases.
- Completes all required reports and forms, including accident and incident reports.
- Attends department meetings and training sessions as required.
- Assists with developing standard operating procedures.
- Inspects and maintains assigned equipment and supplies.

- May provide courtroom security.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, city ordinances, and department policies and procedures.
- Knowledge of criminal and traffic investigation techniques and procedures.
- Knowledge of general law enforcement principles and practices, including arrests and search and seizure.
- Knowledge of the geography and boundaries of the city.
- Knowledge of first aid and CPR, including the use of emergency equipment.
- Knowledge of the court system and procedures.
- Skill in the use of drug identification kits, rape kits, fingerprint equipment, and an intoximeter.
- Skill in preparing reports.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in restraining persons without causing physical harm.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Police Chief and Lieutenant assigns work in terms of general instructions. The supervisor reviews completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws, traffic laws, local ordinances, and department policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of related duties in law enforcement. The variety of job duties and emergency situations contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to respond to requests for police services on an assigned shift. Successful performance ensures the efficient and effective delivery of police services.

PERSONAL CONTACTS: Contacts are typically with co-workers, court personnel, attorneys, judges, medical personnel, members of the general public, and law enforcement officers from other agencies.

PURPOSE OF CONTACTS: Contacts are typically to gather or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is typically performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- 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.