



Police Officer  
Police Department

PD/7

### JOB SUMMARY

This position is responsible for patrolling the City to enforce local, state and federal laws in the service of public safety.

### MAJOR DUTIES

- Patrols the City to detect and deter crime and enforce laws.
- Enforces federal, state and local ordinances and laws.
- Responds to calls for service including emergency situations, traffic accidents, robberies, domestic disturbances, etc.
- Conducts preliminary investigations, interviews and assists in gathering evidence and preparing cases.
- Enforces traffic laws by detecting speeds, intoxication, and issuing citations; investigates traffic accidents.
- Writes detailed reports and maintains accurate paperwork; reviews and approves cases.
- Serves warrants and other Criminal documents.
- Assists in transporting inmates and providing funeral and parade escorts.
- Conducts personnel evaluations.
- Testifies in court as necessary.
- Operates emergency vehicle, maintains vehicle and performs other equipment maintenance.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal, state and local laws.
- Knowledge of criminal investigation methods, practices and equipment.
- Knowledge of the criminal justice system and court procedures.
- Knowledge of self defense mechanisms and general safety techniques.
- Knowledge of computers and job-related software programs.
- Skill in the use of firearms, communications equipment, traffic equipment, and other standard and specialized equipment.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Skill in interpersonal communication.

### **SUPERVISORY CONTROLS**

The Police Captain or 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 City policies and procedures, department standard operating procedures, Georgia criminal code, and related federal, state, and local laws. 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 necessity of responding to potentially dangerous situations contributes to the complexity of the position.
- The purpose of this position is to patrol the City to detect and deter crime and respond to calls for service. Successful performance helps ensure the enforcement of local, state and federal laws and public safety.

### **CONTACTS**

- Contacts are typically with co-workers, other City agencies and employees, other EMS providers, business owners, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; or to resolve problems.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes sense of smell.
- The work typically exposes the employee to noise, dirt, dust, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, the outdoors and occasional inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.