

Job Title: Police Officer
Salary Range: \$21.73/hr
Department: Police
Job Type: Full-Time
Category: Non-Exempt

This is general police work involving the protection of life and property, enforcement of laws, and investigation of crimes. An employee in this class is responsible for enforcing all statutes, laws, ordinances and regulations for which the department of police is responsible, for maintaining law and order, crime prevention, and providing non-criminal services. Work is performed according to established policies and procedures. An employee must be able to exercise sound judgment independently in an emergency situation. Work requires tactful, conscientious and efficient performance of duties with minimum supervision. Work contains a substantial element of personal risk. The employee may be required to use force to affect an arrest or to protect themselves or others, which may include the use of physical force up to and including the use of deadly force. Assignment and general instructions are received from the Patrol Sergeant or a higher-ranking officer who reviews work methods and results through reports, personal observation or inspection, and discussions with the Patrol Officer, and citizens.

EXAMPLES OF DUTIES

- **Maintain issued equipment through daily inspection, reporting shortages or maintenance needs to supervisor.**
- **Requires the operation of a patrol vehicle in varying conditions.**
- **Enforce traffic laws, investigate traffic accidents, recognize traffic hazards, issuing citations or obtaining warrants, carry out police patrol duties such as responding to requests for services, and identify potential troublesome situations. Investigate any unusual conditions, check building security, and conduct field interviews.**

- **Respond to calls for assistance and emergencies. Make arrest where appropriate and prepare case for court presentation.**
- **Communicate with the public to explain procedures and to develop general rapport or with a communication center using a police radio.**
- **Conduct misdemeanor and felony traffic stops to include obtaining vehicle and drivers license information.**

Comply with all administrative requirements, which include making reports, taking statements, and other paperwork as required.

MINIMUM QUALIFICATIONS

21 years of age.

Possesses valid driver's license.

High school diploma or equivalent.

Not convicted of a felony or sufficient misdemeanors to establish a pattern of disregard for the law.

Complete oral interview.

Pass written examination. DEPT.MAY REQUIRE

Pass writing assessment. DEPT.MAY REQUIRE

Pass a polygraph examination.

Pass a psychological evaluation. DEPT.MAY REQUIRE

Pass physical examination. DEPT.MAY REQUIRE

Pass firearms screening.

Possess Georgia police officer certificate or successfully complete POST basic law enforcement course.

NECESSARY SPECIAL REQUIREMENTS

- **Must be capable of meeting the physical, mental, educational, training, and other standards as established by law, regulation or departmental policy.**

DESIRABLE TRAINING AND EXPERIENCE

- **Graduation from a standard high school, vocational school or equivalency certificate; some experience in work involving frequent contact with the public and requiring the exercise of considerable tact and diplomacy; or any equivalent combination of experience and training.**

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- **Ability to acquire knowledge of state, city laws, ordinances and police investigative methods.**
- **Ability to read and understand laws, directives and memorandums.**
- **Possess good interpersonal relationship skills.**
- **Ability to analyze situations quickly and objectively and to determine a proper course of action to be taken.**
- **Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.**
- **Ability to write and speak effectively.**
- **Ability to develop skills in the use and care of firearms and other required equipment.**
- **Ability to acquire knowledge of hazardous material procedures.**
- **Ability to understand and carry out oral and written instructions and to write clear and comprehensive reports.**
- **Requires writing skills necessary to complete forms and reports.**
- **Requires verbal skills to properly conduct interviews.**
- **Requires the ability to visually observe, including distinguishing color.**

TOOLS AND EQUIPMENT USED

- **Ability to operate police emergency vehicles.**

- **Ability to properly operate equipment such as a radar or laser and the ability to pace a violator using a patrol vehicle.**
- **May require the use of spike strips, net guns, beanbag guns, and car camera equipment.**
- **May require documenting crime scenes using various types of measuring devices, cameras and sketches.**
- **Requires the carrying and periodic demonstration of proficiency with an ASP baton, chemical irritant, self-defense, semi-automatic pistols, rifles or shotguns and the ability to clean and maintain these weapons.**
- **Other equipment used are breathalyzer or intoximeter, handcuffs, flexcuffs, flashlight, body armor, reflective traffic vest, gas mask, whistle.**
- **Requires the ability to dust for latent fingerprints and to take inked fingerprints for comparison.**

PHYSICAL DEMANDS

- **Requires sufficient range of arm and hand movement for directing or detouring traffic, placing flare patterns, traffic cone patterns, vehicle positioning, use of flashlight or illuminated baton.**