



**Police Officer**  
Police Department

PD/7

**JOB SUMMARY**

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

**MAJOR DUTIES**

- Responds to calls for service; maintains the safety of the public by responding to disputes, sexual assaults, mental health emergencies, narcotics crimes, trespassing incidents, car accidents, property damage, theft, animal calls, etc.
- Patrols the city to detect and deter crime; enforces local ordinances, state law, and federal law; performs community policing activities; inspects businesses; regulates traffic; issues warnings and citations; makes arrests.
- Conducts investigations of crime scenes; identifies, collects, and preserves evidence; interviews victims, witnesses, and suspects; prepares case files and testifies in court as required.
- Apprehends, arrests, and processes offenders.
- Documents observations and actions by radioing information and completing reports.
- Performs traffic enforcement duties and maintains safe traffic conditions; investigates accidents; provides escorts; reports unsafe streets and facilities.
- Provides assistance in the event of medical emergencies; radios for medical assistance as needed.
- Ensures the safe operation of equipment by practicing responsible use, completing preventative maintenance, troubleshoots malfunctions, and notifying supervisor or repair needs.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.

- Inspects and maintains assigned patrol car, uniform, and equipment.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attends educational workshops; reviews professional publications; participates in professional societies.
- Performs specialized duties as assigned.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city ordinances, relevant federal and state laws, criminal and traffic codes, search and seizure laws, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer and job-related software programs.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in active patrolling to identify and deter criminal activity and to provide assistance to the public.
- Skill in the collection and preservation of evidence.
- Skill in interviewing victims, witnesses, and suspects.
- Skill in operating radios and communications equipment.
- Skill in operating speed detection equipment.
- Skill in restraining persons without causing physical harm.
- 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 state and federal laws, traffic laws, city ordinances, case law, and department policies

and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied law enforcement duties. The varied nature of calls and the potential for dangerous situations contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

#### CONTACTS

- Contacts are typically with co-workers, other city employees, other law enforcement and emergency service providers, medical personnel, and the general public.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, running, or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and potentially dangerous and life-threatening situations. The work requires the use of specialized law enforcement equipment.

#### 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.
- 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 Peace Officer Standards and Training Council for the State of Georgia.