

PATROLPERSON

JOB DEFINITION

A skilled position responsible for protecting life and property and enforcing Municipal, State and traffic laws and other duties pertaining to the prevention, control, suppression and deterrence of crime. Under the direct supervision of the assigned on-duty Lieutenant of the Field Services Division.

PRINCIPLE DUTIES

Performs manual tasks that require physical stamina and the use of hand tool, cameras, radios, police equipment, vehicles, firearms and other weapons. Duties are often performed in stressful situations and during inclement weather. Some examples of these duties are:

- Operates police vehicles and radios safely while abiding by department policies.
- Enforces Municipal and State criminal and traffic laws.
- Employs hand tools, chemicals, firearms, Tasers and other weapons. Trains in the use of all tools, weapons and equipment to ensure proficiency and compliance with use of force policies.
- Protects people, places and things.
- Prevents crime through aggressive patrol, foot patrol and passive observation.
- Secures crime scenes and assists in processing crime scenes.
- Collects tags and secures evidence including completing evidence and chain of custody forms.
- Testifies and provides evidence in court cases.
- Conducts traffic stops and issues citations and warnings. Directs traffic including school zones.
- Operates computer information system.
- Investigates citizen complaints, misdemeanor and felony crimes, and accidents.
- Makes frequent contact with the public often involving dangerous and mentally unstable people, vicious animals and juveniles sometimes involving physical contact during altercations.
- Exposed to witnessing traumatic injuries and accidents. Administers first-aid.
- Conducts routine search and seizure procedures.
- Transports prisoners and conducts courtroom security.
- Trains and drills in police methods, technology, systems, first-aid and Municipal and State laws and codes. Maintains equipment, apparatus and physical facilities.
- Works with other local and State agencies.
- Conducts security inspections on buildings, structures, premises and vehicles.
- Prepares extensive and grammatically correct written and oral reports.
- Fingerprints persons using both ink and live-scan technology.
- Requests arrest and search warrants.
- Conducts effective and legal investigations and interrogations to obtain necessary information.
- Analyses situations and adopts quick, effective and reasonable courses of action and conflict resolutions.
- Other duties as may be assigned from time to time.

JOB QUALIFICATIONS

- Must be at least 21 years of age.
- Minimum education of a High School diploma or equivalent with the scholastic and physical ability to successfully complete the State of Georgia mandated basic police officer training (P.O.S.T.) within one year from date of employment.
- Must be skilled in written and oral communications, general math, grammar and spelling with the ability to express ideas clearly and concisely.
- Must be computer literate.
- Must complete a City of Cordele employment application.
- Must successfully complete a background check including criminal history, personal and previous employment references, driving history, education verification and job related credit check.
- Must pass a basic skills examination, psychological assessment, drug/alcohol screening and a job related physical examination. (see attached sheet for requirements)
- Must pass the Field Training program and follow-up evaluation including qualifications for use of weapons.
- Must be able to work rotating 12 hour shifts including on-call status, nights, weekends, holidays, court dates and overtime.
- Must maintain a valid line of communication such as a home or cellular phone.
- Must possess (or have the ability to obtain) and maintain a valid applicable Georgia Driver's License with a clean driving record.

DESIRED CHARACTERISTICS

- Dependable and punctual with an excellent attendance record.
- Neat and clean personal appearance and attire.
- Ability to perform arduous tasks frequently under strenuous and adverse conditions and hazardous weather often involving personal danger.
- Must have knowledge of, or the ability to easily learn, the City street system, physical layout and adjacent areas including businesses and residential locations.
- Must establish and maintain an effective working relationship with other employees, supervisors and the general public.

SIGNATURE		DATE	
------------------	--	-------------	--

JD3	PATROLPERSON.WPD
------------	-------------------------

REVISED	03/93	08/95	06/00	01/01	01/02	08/13				
----------------	--------------	--------------	--------------	--------------	--------------	--------------	--	--	--	--

JOB TITLE	PATROL PERSON
JOB CODE	PTRL P/D
EEO4	POLICE PROTECTION
GRADE	12P

PHYSICAL DEMANDS & EXPOSURES

FOR

POLICE DEPARTMENT / FIELD SERVICES / PATROL PERSON

TOTAL NUMBER OF HOURS SPENT, OR COULD BE SPENT ON THE JOB IN THE FOLLOWING ACTIVITIES:

SITUATION	AT ONE TIME	ENTIRE WORK DAY
SITTING:	2 TO 4 HOURS	5 TO 6 HOURS
STANDING:	2 TO 4 HOURS	4 TO 5 HOURS
WALKING:	1 HR OR LESS	1 HR OR LESS
RUNNING:	1 HR OR LESS	2 HRS OR LESS

REPETITIVE USE OF HANDS:

{OPERATION OF OFFICE MACHINES, DRIVING}

SITUATION	SIMPLE GRASPING	PUSHING / PULLING	FINE MANIPULATION
RIGHT:	YES	YES	YES
LEFT:	YES	YES	YES

REPETITIVE USE OF FEET:

SITUATION	RESULTS
RIGHT:	YES
LEFT:	YES
BOTH:	YES {STANDING, WALKING, RUNNING, SELF-DEFENSE, DRIVING}

FREQUENCY OF THE FOLLOWING ACTIVITIES ON THE JOB:

LIFTING:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
UP TO 15 LBS.:		X	
16 TO 30 LBS.:	X		
31 TO 50 LBS.:	X		
50 PLUS LBS.:	X		

CARRY:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
UP TO 15 LBS.:			X {EQUIPMENT, DUTY BELT}
16 TO 30 LBS.:		X	
31 TO 50 LBS.:	X		
50 PLUS LBS.:	X		

REACH:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
ABOVE SHOULDER:	X		
CHEST LEVEL:		X	

PSYCHOLOGICAL DEMANDS:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
MENTAL STRESS:		X	
WORKING W / OTHERS			X

**PHYSICAL DEMANDS & EXPOSURES
FOR
POLICE DEPARTMENT / FIELD SERVICES / PATROL PERSON**

SITUATION:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
BEND:		X	
SQUAT / CROUCH:		X	
CLIMB:	X {FENCES, RAILS, WALLS, ETC.}		
TWIST / TURN		X	
JUMPING	X {FROM ELEVATED SURFACES TO 4 FT.PLUS		

EXPOSURE TO THE FOLLOWING:

SITUATION:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
VIBRATION:		X {AUTO}	
HEIGHTS:	X {UNPROTECTED, CLIMBING LADDER, FENCES, ETC.}		
MOVING MACHINERY:		X	
INCLEMENT WEATHER:		X	
EXTREME HEAT:	X		
DUST / FUMES / GRASSES:	X		
POLLEN / PLANT MATTER:	X		
GRASSES:	X		
CHEMICALS:		X {O. C. SPRAY}	

{TELEPHONE, COMPUTER, DRIVING}

AUDIO / VISUAL NEEDS:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
HEARING:			X
NEAR VISION:			X
FAR VISION:			X
PERIPHERAL VISION:			X
COLOR DISCRIMINATION:			X
DEPTH PERCEPTION:			X {COMMUNICATION, DRIVING, SELF-DEFENSE, RADIO OPERATION, SHOOTING}

OTHER:	CONSEQUENCES
EXPOSURE TO HUM OR ELECTRONIC MACHINES, VIDEO SCREENS, AND OTHER OFFICE MACHINE & EQUIPMENT. OCCASIONAL EXPOSURE TO HIGH VOLTAGE EQUIPMENT. PHYSICAL, SOMETIMES DANGEROUS, CONTACT WITH THE PUBLIC INVOLVING FOOT AND HIGH-SPEED PURSUIT. EXPOSURE TO INFECTIOUS DISEASES, BLOOD BORN PATHOGENS AND OTHER BODILY FLUIDS	

PLEASE SIGN AND DATE BELOW, ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE ATTACHED **JOB DESCRIPTION** AND **PHYSICAL DEMANDS AND EXPOSURES** FORMS, AND THAT YOU CORRECTLY ANSWERED THE LAST QUESTION ON PAGE TWO (2) OF THE **EMPLOYMENT APPLICATION** FORM AS RELATED TO THIS INFORMATION.

SIGNATURE _____

DATE _____