



## Police Officer

### Police

PD/6

#### **JOB SUMMARY**

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

#### **MAJOR DUTIES**

- Patrols the city to detect and deter crime.
- Responds to calls for service.
- Enforces traffic laws; conducts traffic stops.
- Conducts investigations concerning crimes, suspicious incidents and suspicious persons.
- Processes crime scenes; collects victim and offender information and statements; takes photographs of crime scene; collects fingerprints; collects vehicle and insurance information; issues traffic citations; coordinates the towing of inoperable vehicles.
- Prepares required reports.
- Testifies in court.
- Processes prisoners.
- Responds to fire and medical emergencies.
- Directs traffic; clears obstructions from roadways.
- Performs business and residential security checks.
- Maintains assigned vehicle and equipment.
- Obtains and serves search and criminal warrants; apprehends and arrests suspects.
- Transports prisoners to court and other locations.
- Attends required training sessions.
- Performs other duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of civil and criminal processes.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of computers and job related software programs.
- Knowledge of federal, state and local laws, departmental policies and procedures, and federal, state and local laws.
- Knowledge of the boundaries and geography of the city.
- Knowledge of criminal investigation methods, practices and equipment.
- Skill in the use of firearms, communications equipment, and other standard and specialized equipment.
- Skill in operating emergency vehicles.
- 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.

#### **SUPERVISORY CONTROLS**

The Sergeant - Patrol 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 department policies and procedures and local, state and federal 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. Potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to patrol the city to detect and deter crime and to provide support for other operations of the department. Success in this position contributes to the safety and well being of area citizens and their property.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, court personnel, perpetrators, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or 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.
- No experience requirements.
- Possession of or ability to readily obtain a valid state issued driver's license 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.