

POLICE OFFICER

Ends: Open Until Filled

Pay: Depending on Qualifications

Job Requirements

This position is responsible for the enforcement of federal, state and local laws and the protection of life and property. Work normally consists of routine patrol and traffic regulation which may be performed in a car or on foot. Work may involve a substantial element of personal danger and employees must be able to act without direct supervision and to exercise independent judgement when facing emergencies.

Duties:

- Patrol City to detect and deter criminal activity and traffic violations.
- Apprehend, arrest, and process suspects and offenders, including fugitives: summons witnesses.

Aids and backup support for other officers as necessary.

Provides first aid and CPR to victims as necessary and assist motorists.

- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses; gathering information and evidence, and securing crime scenes.
- Provide traffic direction as needed for events such as parades, funerals, recreational activities, and school crossings.

Responds to citizen complaints or requests:

- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost/missing person searches, public service duties, stranded motorists, and others.
- Confers with citizens to determine/confirm exact nature of complaint.

Performs other duties as required:

- Testifies in judicial proceedings as necessary.
- Transport inmates.
- Complete all required reports and forms Federal and Georgia law, including accident and incident reports.
- Maintain patrol car and uniform.
- Prepare and serve criminal warrants.
- Attend ongoing training classes as required.

Knowledge Required for position:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances and departmental policies and procedures.

Knowledge of traffic techniques and procedures.

- Knowledge of first aid and CPR techniques.
- Knowledge of court system and judicial procedures.
- Skill in operating police vehicles, firearms and emergency equipment.
- Skill in restraining persons to minimize causing physical harm. Skill in written and oral communication.

Minimum Qualifications:

- Ability to communicate in the English Language.
- High School diploma or GED.
- Possess or ability to readily obtain a valid driver's license issued by the State of Georgia. Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/peace Officer's Standards and Training.

Physical Demands:

Must be able to sit, stand, walk, run, bend, crouch or stoop. Occasionally lift light or heavy objects, and use physical force necessary to arrest and restrain persons.

Work Environment:

Work maybe performed indoors, in vehicle or outdoors. The employee maybe exposed to inclement weather and life-threatening situations. Work requires use of protective clothing and devices.