

JOB DESCRIPTION

City of Garden City, GA

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.



Job Title:	Police Officer
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Department: Police

Pay Grade: 109

FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for the safety and protection of people and property, for responding to requests for service and information, for arbitrating disputes to maintain peace, for patrolling to observe or prevent criminal acts and traffic violations, and for enforcing state and local criminal and traffic laws. Employee works under general supervision of a superior officer but has very definite operating procedures. However, much judgment is required in interpreting laws, ordinances, policies, and procedures. Employee must achieve a balance between enforcement of laws and ordinances and maintaining good public relations for the Police Department. Work contains a substantial element of risk and employee must be able to exercise judgment independently in emergency situations. Work is reviewed through reports, personal inspection and conferences. No supervision over others exercised.

ESSENTIAL JOB FUNCTIONS

The following duties are typically performed by a person in this position. No attempt has been made to be exhaustive in this listing.

- Patrols assigned geographical area of Garden City in order to monitor businesses, residences, and public areas.
- Discourages criminal activity through high visibility. Protects people and property from criminal hazards; initiates investigation as warranted.
- Answers calls relayed by dispatcher, to include: domestic disputes, assaults, burglaries, suspicious characters, traffic accidents, etc.
- Intercedes in domestic quarrels; attempts to resolve potentially dangerous situations through tact.
- Resolves, or attempts to resolve, discrepancies or disagreements.

- Participates in traffic law enforcement by facilitating the flow of traffic when necessary; issues citations for violations; operates intoximeter.
- Makes necessary reports and completes forms, such as but not limited to incident and accident reports.
- Apprehends and cites traffic law violators.
- Directs traffic in congested areas as needed.
- Verifies ownership or status of abandoned vehicles.
- Provides first aid as needed.
- Assists other departmental units and other law enforcement agencies as requested.
- Secures and preserves the scenes of crimes and fatal traffic accidents until appropriate support units arrive and assists with investigation.
- Performs public service duties, such as assisting lost and stranded motorists, providing transportation to citizens in need, etc.
- Arrests, searches, and takes prisoners into custody.
- Processes persons arrested (i.e., booking, fingerprinting).
- Maintains scheduled court appearances and testifies in judicial proceedings when necessary.
- Reviews prior information and data for court cases and makes case for judgment against perpetrator.
- Participates in required in-service training.
- Inspects patrol car and monitors patrol car maintenance.
- Performs other related duties as assigned.

Task Frequency

To the left of each task is a number (from the scale below) that represents how frequently the task is performed.

- 4 Task performed daily (at least three times per week).
- 3 Task performed weekly (at least three times per month).
- 2 Task performed monthly (less than three times per month).
- 1 Task performed annually (less than three times per year).
- 0 Task is not performed.

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 - 4 Answers calls relayed by dispatcher, to include: domestic disputes, assaults, burglaries, suspicious characters, traffic accidents, etc.
 - 4 Writes reports and completes forms, such as incident and accident reports.
 - 4 Apprehends and cites traffic law violators.
 - 3 Directs traffic in congested areas as needed.
 - 2 Provides first aid as needed.

<u>3</u>	Testifies in judicial proceedings when necessary.
<u>4</u>	Assists other departmental units and other law enforcement agencies as requested.
<u>2</u>	Secures and preserves the scenes of crimes and fatal traffic accidents until appropriate support units arrive and assists with investigation.
<u>4</u>	Performs public service duties, such as assisting lost and stranded motorists, providing transportation to citizens in need, etc.
<u>3</u>	Arrests and takes prisoners into custody.
<u>3</u>	Processes persons arrested (i.e., booking, fingerprinting).
<u>4</u>	Inspects patrol car and monitors patrol car maintenance.
<u>4</u>	Performs other related duties as assigned.

QUALIFICATIONS

Minimum Qualification

- A minimum age of 21 years.
- U. S. Citizen
- A valid Georgia motor vehicle operator's license.
- Meeting the minimum qualifications as identified by Georgia Code Annotated Sections 35-8-8 and 35-8-9 administered by the Georgia Peace Officers Standards and Training Council.
- Sufficient strength, vision, stamina and agility to perform all duties on a regular basis without assistance.

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED) from an accredited school is required; previous volunteer or paid experience in a law enforcement support area is desirable.

Special Qualifications:

Must possess or be able to attain by the time of hire, a valid Georgia driver's license and have a satisfactory driving record. Must meet the minimum qualifications as identified by Georgia Code Annotated Sections 35-8-8 and 35-8-9 administered by the Georgia Peace Officers Standards and Training Council.

Knowledge, Skills and Abilities:

- Knowledge of the City geography and road system.
- Knowledge of basic law enforcement terminology and concepts.
- Knowledge of techniques for dealing with people of all socio-economic levels under hostile and emergency situations.
- Knowledge of local, state, and federal laws, and departmental policies and procedures.

- Skills in safe operation of motor vehicle while simultaneously monitoring area for suspicious and/or criminal activity and during emergency situations.
- Skills in making rapid assessment of varying situations and making accurate decisions and sound independent judgments within legal and procedural guidelines.
- Skills in observing and accurately recalling places, names, descriptive characteristics and facts of incidents.
- Skills in reading, interpreting and applying complex laws, procedures and policies.
- Skill in remaining calm and controlling own emotions in tense situations.
- Skill in establishing and maintain effective working relationships with those contacted in the course of work.
- Skills in first aid applications.
- Skills in oral and written communication.
- Skills in uses of firearms and other weapons and in the use of physical force.
- Ability to learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.
- Ability to read, analyze and interpret a variety of documents such as technical reports, governmental policies and procedures, correspondence, professional articles, etc.
- Ability to collect data, information and trends.
- Ability to establish facts and to draw valid conclusions.
- Ability to write reports, operating procedures and correspondence.
- Ability to communicate in an effective and persuasive manner to all age and social groups.
- Ability to interact and communicate effectively with employees and managers at all levels of the organization.
- Ability to be held accountable for inventory/property management.
- Ability to use small office equipment including copy machines, etc.
- Ability to use computers for data entry and word processing.
- Ability to use technical computer applications.

SUPERVISORY CONTROLS

The Lieutenant and/or Sergeant and/or Line Corporal assigns work through a general briefing at the beginning of each shift. General zones for patrol and any specific activities are assigned. The patrol officer is expected to work independently, but will call for supervisor assistance in severe or unusual circumstances. Supervisors review the work by checking performance through direct observation and by reviewing all written reports as they are completed.

GUIDELINES

Guidelines include federal, state, and local laws, recent court decisions, verbal instructions, previous training, past experience, and the departmental standard operating procedures. Intense situations often require a timely interpretation of guidelines as to their appropriate application.

COMPLEXITY

The work sometimes involves a straight-forward application of laws and law enforcement procedures, but often issues must be sorted and the pertinent facts identified, developed, and interpreted with respect to the guidelines. Clients exhibit a wide range of characteristics and behaviors, so accurate discriminations

about situations often have to be made rapidly and without direct guidance. Because fact situations tend to be unique, the position must exercise some originality in determining the course of action to be taken.

SCOPE AND EFFECT

The ultimate purpose of this work is to provide for the safety, protection, and general well-being of people and property. The incumbent patrols a specific geographical area to deter crime, respond to calls for service, conduct various investigations, and assist people with special needs. The work sometimes results in the apprehension and prosecution of violators, recovery of stolen property, and in the general disruption of criminal activity. Errors can result in loss of life and/or property and can lead to legal liability for the incumbent officer, as well as the department.

PERSONAL CONTACTS

Contacts are typically with the general public, co-workers, animal control, ambulance, other emergency personnel, other law enforcement personnel, attorneys and judges, victims, suspects, the county coroner, social workers, wrecker drivers, and business owners.

Purpose Of Contacts

Contacts are typically to exchange information, provide services, resolve problems, justify actions, confirm reports in court testimony, and administer first aid.

PHYSICAL DEMANDS

Work typically requires long hours of driving, some walking and standing with intermittent stooping, bending and crouching, and occasional strenuous activity (running and fighting). Intoxicated persons must be supported or carried occasionally. The position also necessitates occasional lifting of light and heavy objects and the use of equipment that requires dexterity. Additionally the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally

from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

Work is typically performed in a vehicle or outdoors and sometimes in an office setting. The work occasionally requires exposure to hot, cold, or inclement weather; to a noisy environment; to life-threatening situations; and to contagious and infectious diseases. The work occasionally requires the use of protective devices (such as bulletproof vests).