

POLICE OFFICER 1320

POLICE DEPARTMENT

REPORTS TO: Police Sergeant
FLSA STATUS: Non-Exempt
CLASSIFICATION: Personnel System
PAY GRADE: 13

Purpose of Job

The purpose of this job is to protect life and property, recognize and protect constitutionally guaranteed rights of citizens, and enforce federal, state, and local laws. Patrols assigned locations; responds to emergency calls; conducts preliminary investigations; apprehends offenders; provides traffic direction; participates in court activities; maintains peace and order in situations that violate or pose a threat to public safety and prepares/maintains documentation and provides information/assistance to the general public. Performs additional tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

May receive assignment to a number of units or sections (e.g., patrol shifts, traffic section, special operations unit, etc.) as well as temporary duty to the drug and/or vice unit.

Enforces all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime and promote security.

May serve as temporary Police Training Officer in patrol assignments; Assists in informal and formal socialization; may assist in counseling coaching, mentoring, development of followership within recruits; and may complete recruits' daily performance appraisal instruments.

Consistently produces and ensures completed staff work in all endeavors within scope of authority.

May assist in planning and organizing activities and special events coverage in accordance with guidelines provided by higher authority.

Responsible for developing and sustaining positive community interfaces and enhancing community support for public safety as well as cooperation with the ACCPD within a defined geographic area. This responsibility includes, but is not limited to, monitoring activities in a defined geographic area in order to identify patterns or trends in criminal behavior or quality of life issues; as well as timely developing accurate and timely intelligence, implementing effective tactics, rapidly deploying personnel and resources, and relentless follow-up and assessment.

Plans for and suggests strategies to include responses to deter and/or prevent observed trends in crime and quality of life issues within an area of responsibility; uses comparatively and relativity reporting mechanism to keep focal leader and others informed; coordinates activities with applicable internal and external stakeholders.

Receives and/or prepares and transmits applicable correspondence including, but not limited to, letters, reports, bulletins, electronic mail, and using various technologies including mobile computers and field reporting software; forwards as appropriate; and performs other job description related duties as technologies evolve.

Patrols assigned zone to detect and deter criminal activity and traffic violations.

Enforces all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.

Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.

Conducts preliminary inquiries, field interviews, and follow-up investigations on occasion to include interviewing victims, complainants and witnesses, gathering information and evidence, and securing the crime scene.

Apprehends, arrests, and process offenders, including juveniles and potentially combative or aggressive persons.

Provides assistance and backup support to other officers as necessary.

Administers first aid and CPR to victims as necessary; provides assistance to motorists and provides traffic direction as needed for events such as parades, funerals, sporting events, and school crossings; guides traffic in a safe direction in the event of an accident to provide safe access for EMS and other vehicles tending to the emergency.

Inspects and maintains patrol vehicle and all other ACC equipment assigned or used.

Counsels domestic violence victims of available support programs and resources.

Testifies in judicial proceedings.

Confers with staff, police officers and others as necessary to obtain information or resolve problems; contacts central command by radio, telephone, mobile data terminal, voice mail, etc., for emergency response and critical incident communications.

Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Responds to questions, complaints and requests for information/assistance by telephone or in person from the general public, court personnel, employees, officials, or other persons.

Provides information, advice and guidance to the general public; returns calls as necessary and educates the public about drug abuse, violence, and crime prevention.

Prepares reports, forms, logs, citations, and other documentation. Maintains current manuals, policies/procedures, bulletins, map books, etc., for reference and/or review.

Attends shift meetings, training sessions and seminars as required to remain knowledgeable of governmental/departmental operations to promote improved job performance; and to stay current with changing policies and procedures, codes, and criminal/civil case law as provided by the department.

Assists the Criminal Investigations Division on follow-up investigations as requested.

May be responsible for Traffic Duty assignments: conducts complete investigations of serious injury and fatal accidents.

Measures accident scene, draws scene sketches, and calculates speeds and other related factors

Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of the policies, procedures, and activities of the Police Department as they pertain to the performance of

duties relating to the position of Police Officer. Knowledge of the terminology used within the department. Knowledge of relevant state and federal laws, criminal and traffic codes, juvenile law, search and seizure laws, applicable ordinances, departmental policies and procedures, and departmental methods as required in the performance of duties. Knowledge of general law enforcement techniques/procedures and criminal and traffic investigation technique/processes, court system procedures, road system and the geographical layout of the county, radio codes used in public safety work, and first aid and CPR techniques. Knowledge of initiates and instructs others in crime prevention techniques. Knowledge and skill to operate standard and specialized office and police equipment/machinery, which may include a police vehicle, emergency equipment, radio/communications equipment, 35mm, digital, and video cameras, recorders, firearms, processing kits, a calculator, copy machine, telephone, mobile data terminal, and other applicable technologies. Knowledge of crime prevention techniques or skill in crime scene processing, interviewing and interrogation. Ability to compile, organize, and prepare an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations. Ability to communicate effectively with supervisors and other staff members. Ability to use independent judgment in routine and non-routine situations. Ability to handle the required mathematical calculations. Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Ability to plan, organize and/or prioritize daily assignments and work activities and to comprehend and apply the regulations and procedures of the department. Understands restraint techniques to de-escalate physical harm to others. Ability to communicate in written and oral communications.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required. Must possess a valid driver's license. Requires ability to meet and maintain current certification requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act. Position requires a twelve-month probationary period.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including a police vehicle, emergency equipment, radio/communications equipment, 35mm, digital, and video cameras, recorders, firearms, processing kits, calculator, copy machine, telephone, mobile data terminal, etc. Must be able to use body members to work, move or carry objects or materials. This position requires: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motion. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for heavy work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving/receiving assignments and/or directions to/from co-workers, assistants or supervisors.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, training manuals, criminal and civil codes, ordinances, budget and statistical reports, management policies, and directions, instructions, and methods and procedures. Requires the ability to prepare correspondence, training reports, assessments and

materials using prescribed formats, the principle of completed staff work, and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to individuals and/or to groups of people with poise, voice

control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including law enforcement, emergency medical, and police communications terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide and determine percentages.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with a variety of machinery and equipment including a police vehicle, emergency equipment, communications equipment, 35mm, digital, and video cameras, recorders, firearms, processing kits, calculator, copy machine, telephone, mobile data terminal, etc.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using a computer, adding machine, copier, fax, vehicle, and police equipment. Requires the ability to lift, push, bend and pull objects or materials using body parts as the position necessitates. Requires skilled movements coordinating eyes, hands and fingers accurately and making precise movements with speed.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as automated office equipment, police equipment/machinery, ammunition, medical supplies, recording supplies, and clerical supplies. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency. Must be able to understand and use applicable use-of-force continuum in emergency situations.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking -expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio, etc.