



Police Officer Police

PD/9

JOB SUMMARY

This is general police work involving the protection of life and property, enforcement of laws, and investigation of crime. An employee in this class is responsible for enforcing all statutes, laws, ordinances, and regulations for which the Department of Police is responsible, for maintaining law and order, for protecting life and property, and for performing police related assignments. Work is performed according to established departmental policies and procedures. Work contains a substantial element of personal risk, and an employee must be able to exercise sound judgment independently in emergency situations. Work requires tactful, conscientious, and efficient performance of duties under little direct supervision. Assignment and general instructions are received from a superior officer, who reviews work methods and results through reports, personal inspection, and discussion. Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community.

MAJOR DUTIES

- Identifies criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent proceedings.
- Reduces the opportunities for the commission of crime through preventive patrol and other measures.
- Aids individuals who are in danger of physical harm.
- Facilitates the movement of vehicular and pedestrian traffic.
- Identifies the problems that are potentially serious law enforcement or governmental problems.
- Promotes and preserve the peace.
- Exercises authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obeys legitimate orders.
- Coordinates efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
- Communicates to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
- Responds punctually to all assignments.
- Attends daily roll call as prescribed.
- Records activity during the tour of duty in the manner prescribed by proper authority.
- Maintains weapons and equipment in a functional, presentable condition.
- Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the Police Department and suggests other procedures to be followed.
- Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into custody.
- Answers questions asked by the general public, counsels juveniles and adults when necessary, and refers them to persons or agencies where they can obtain further assistance.
- Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
- Serves or delivers warrants, summons, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- Confers with court prosecutors and testify in court.
- Accomplishes other general duties as they are assigned or become necessary.
- Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes: a) being thoroughly familiar with the assigned route of patrol. Conditions that contribute to crime should be

reported, b) apprehending persons violating the law or wanted by the police, c) completing detailed reports on all crimes, vehicular accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the other required reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes a required report, d) preserving any crime scene when such crime scene is encountered or when dispatched to the scene as the first responding officer, e) performs public assembly checks, f) performs building security checks, g) observing and interrogating suspicious persons, h) issuing traffic citations, i) being alert for and reporting fires, j) reporting street light and traffic signals out of order, street hazards, and any conditions that endanger public safety, k) checking of schools, parks, and playgrounds, l) responding to any public emergency.

- Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and record date which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
- Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and inform superiors as soon as the situation permits.
- Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Renders first aid, when qualified, to persons who are seriously ill or injured.
- Remains in assigned zone throughout the tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the Dispatcher has issued authorization for a temporary absence.
- Patrols areas giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a Police Officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.
- Be alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area.
- Keeps radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.
- Takes measures to direct the flow of traffic in the area during periods of congestion.
- Notifies a superior officer if more than a temporary absence from regular duties is required.
- Enforces the parking ordinances and motor vehicle laws in the patrol areas.
- Be alert for traffic safety conditions, which may endanger or inconvenience the public and report such conditions to proper authorities.
- Responds immediately when called to investigate traffic accidents.
- Wears the prescribed traffic safety clothing and equipment.
- Performs such other duties as assigned by proper authority.

KNOWLEDGE REQUIRED BY THE POSITION

- Skill in the use of firearms.
- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Ability to learn the geography of the City and its physical and social characteristics.
- Ability to understand and carry out oral and written instructions.
- Ability to read, write, and speak effectively.
- Ability to meet physical requirements and standards.
- Ability to communicate effectively.
- Ability to demonstrate interpersonal skills and integrity
- Ability to gain knowledge of the laws of Georgia.

SUPERVISORY CONTROLS

The Lieutenant or Sergeant 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 federal, state, and local laws and ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties related to the enforcement of local, state, and federal laws. Potentially dangerous and life threatening situations contribute to the complexity of the position.
- The purpose of this position is to participate in law enforcement activities. Successful performance contributes to the efficiency of department operations.

CONTACTS

- Contacts are typically with co-workers, representatives of other departments, the general public, school personnel, students, victims, witnesses, offenders, and representatives of federal, state, and local law enforcement and judicial agencies.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, runs short distances, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office, patrol car, and outdoors. The employee may be exposed to noise, machinery with moving parts, occasional cold or inclement weather, and potential life threatening situations. The work requires the use of protective devices such as body armor.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must be 21 years of age at time application is completed.
- Must possess a High School Diploma or the equivalent
- Will be able to demonstrate interpersonal skills, ability to read, write legibly, understand instructions, formulate reports, and speak clearly.
- Possession of a valid Georgia Motor Vehicle Operator's license.
- Ability to meet current requirements in the Georgia Mandate Law Enforcement Training Act/Peace Officer Standards and Training Council.
- Must successfully pass the Police Academy.
- Must pass a physical examination by qualified personnel chosen by the Tifton Police Department.
- Must pass a basic entrance examination administered and assessed by a qualified professional or test(s) chosen by the City of Tifton Police Department.
- Must pass a polygraph administered by qualified personnel chosen by the City of Tifton Police Department.
- Must be able to operate departmental issued computer and software.
- Must pass the Department physical agility test.