

Job Title: Police Officer

Job Summary: This position is responsible for performing a full range of law enforcement duties in the patrol, community policing, crime prevention, and transportation functions of the City of Locust Grove Police Department. The incumbent may be assigned temporarily to a specialty area within the department based on needs.

Major Duties:

- **Patrol Assignment:** Maintains law and order and protects life and property: Patrols assigned geographic area; Receives and responds to dispatched calls; Investigates and takes appropriate action on assigned calls; conducts security checks of businesses, parks, public buildings, industrial areas and residences; issues citations and/or makes arrests for violations of laws including traffic violations and local ordinances; prepares incident and accident reports; attends and testifies in court, including Superior, State, Juvenile, Administrative and Municipal, on cases investigated or reports written; responds to natural and man-made disasters; locates defendants and serves criminal warrants; assists with crowd control and security assignments at various public gatherings or incident scenes; reports hazardous conditions on public roadways and bridges; conducts surveillance; provides assistance to the public as needed; provides information and guidance regarding victim's rights; assesses victims rendering aid to the injured prior to EMS arrival; requests assistance of other agencies including emergency and towing services; processes arrested persons following established procedures; renders aid to other law enforcement personnel; attends/participates in daily roll call including inspection and training prior to going on duty; participates in training programs to improve knowledge and skills; performs specialized short or long term assignments including administrative, technical and investigative duties as required; works with public, civic organizations, etc. in conducting community activities; performs other related duties as assigned.
- **Traffic Assignment:** Maintains traffic control through observation and the use of speed detection devices; conducts road closures; detains and tests drivers suspected of driving under the influence; directs traffic at scene; prepares accident reports; conducts and prepares investigations of vehicle accidents; attends/participates in daily roll call including inspection and training prior to going on duty; participates in training programs to improve knowledge and skills; performs specialized short or long term assignments including administrative, technical and investigative duties as required; duties include special details in assisting the public with various traffic related concerns; surveying intersections for new traffic control devices such as stop signs and speed signs; maintains and operates S.M.A.R.T machine; works with public, civic organizations, etc. in conducting community activities; Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of law enforcement concepts and terminology, including criminal investigation, law enforcement and crime prevention; first-aid principles and techniques; report preparation and record keeping; and human behavior theories related to criminology, crisis intervention and crowd control;
- Knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspects and prisoner's rights, and custody and protection of evidence; operational principles and practices of criminal investigation, law enforcement and crime prevention; court and trial procedures;

- Knowledge of the use and effects of law enforcement weapons; methods of self-defense and physical restraint;
- Knowledge of Locust Grove Police Department, policies and procedures; geographic layout of City; vocabulary of technical/specialized fields of law enforcement such as identification, detention and pathology;
- Skill in learning, interpreting, applying and explaining complex laws and regulations; reading and interpreting documents such as maps, diagrams and textbooks;
- Skill in performing accurate mathematical calculations; comprehending and retaining information and applying what is learned;
- Skill in observing and remembering details of events, names, faces, numbers and physical features; preparing and maintaining clear, accurate and concise reports and files;
- Skill in communicating effectively in both verbal and written form; exercising tact, self-restraint, judgment and strategy in dealing with people of all races, ethnicities and socioeconomic groups and who may have emotional or physical difficulties;
- Skill in exercising sound independent judgment in emergency or stressful situations; correctly interpreting a given situation and taking appropriate action under a variety of conditions;
- Ability to react quickly and calmly in emergencies;
- Ability to understand and carry out oral and written instructions;
- Ability to gather, assemble, analyze and evaluate facts and evidence and to draw sound conclusions; working ability to obtain valid information by interview and interrogation;
- Ability to work rotating shifts, varying hours and be on call.

Supervisory Controls: The division commander assigns work in terms of departmental goals and objectives. The work is reviewed through reports and observation of activities.

Guidelines: Guidelines include federal, state and City ordinances and regulations and departmental policies and procedures governing law enforcement action, including court procedures. These guidelines require sound judgment and interpretation in application.

Complexity: The work involves performing various duties in protecting life and property and enhancing public safety in the City of Locust Grove. The incumbent is required to perform varied duties including physical observation, simultaneous operation of vehicle and computer, processing reports and interpersonal communication – often in adverse situations. Diversity of population served, rapid growth in population and rotating shifts add to the complexity.

Scope and Effect: The purpose of this position is to protect the public and ensure a safe environment within the City of Locust Grove. Successful implementation of the work results in a safer atmosphere and a decrease in citizen victimization.

Personal Contacts: Contacts are typically with other law enforcement officers, emergency personnel, citizens, victims, witnesses, defendants, judges, attorneys and other city employees.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, and provide services and protection.

Physical Demands: Visual acuity in both eyes, normal color vision, good accommodation and no field deficits; hear in-person, radio and telephone conversations; recognize differences or changes in sound patterns, loudness or pitch; speak audibly and clearly; identify and distinguish smells of different

materials; sit or stand for prolonged periods; walk, run, kneel, stoop, crawl and crouch; make precise and coordinated finger, hand and limb movements; maintain uniform, controlled hand-arm posture or movement; push, pull or drag an adult (averaging 160 pounds); lift and carry boxes of evidence (average 50 pounds); use force to restrain/subdue others; work efficiently for long periods of time.

Work Environment: Work is performed in a variety of field and office settings and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm on and off the job; mentally and physically capable of taking the life of another, if justified; Willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays; work at any location in the City and travel on specific assignments.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High school diploma or equivalent; Associate's degree with course work in political science, criminology, criminal justice or related field preferred; two (2) years of Police Officer experience; Must be a Certified Peace Officer under regulations of Georgia Peace Officer Standards and Training Council (P.O.S.T.); equivalent combination of education and experience.

Pay Grade: 61