

CITY OF FOREST PARK, GA

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated 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.

POLICE OFFICER

Department: Police

Pay Grade: P12

FLSA Status: Exempt

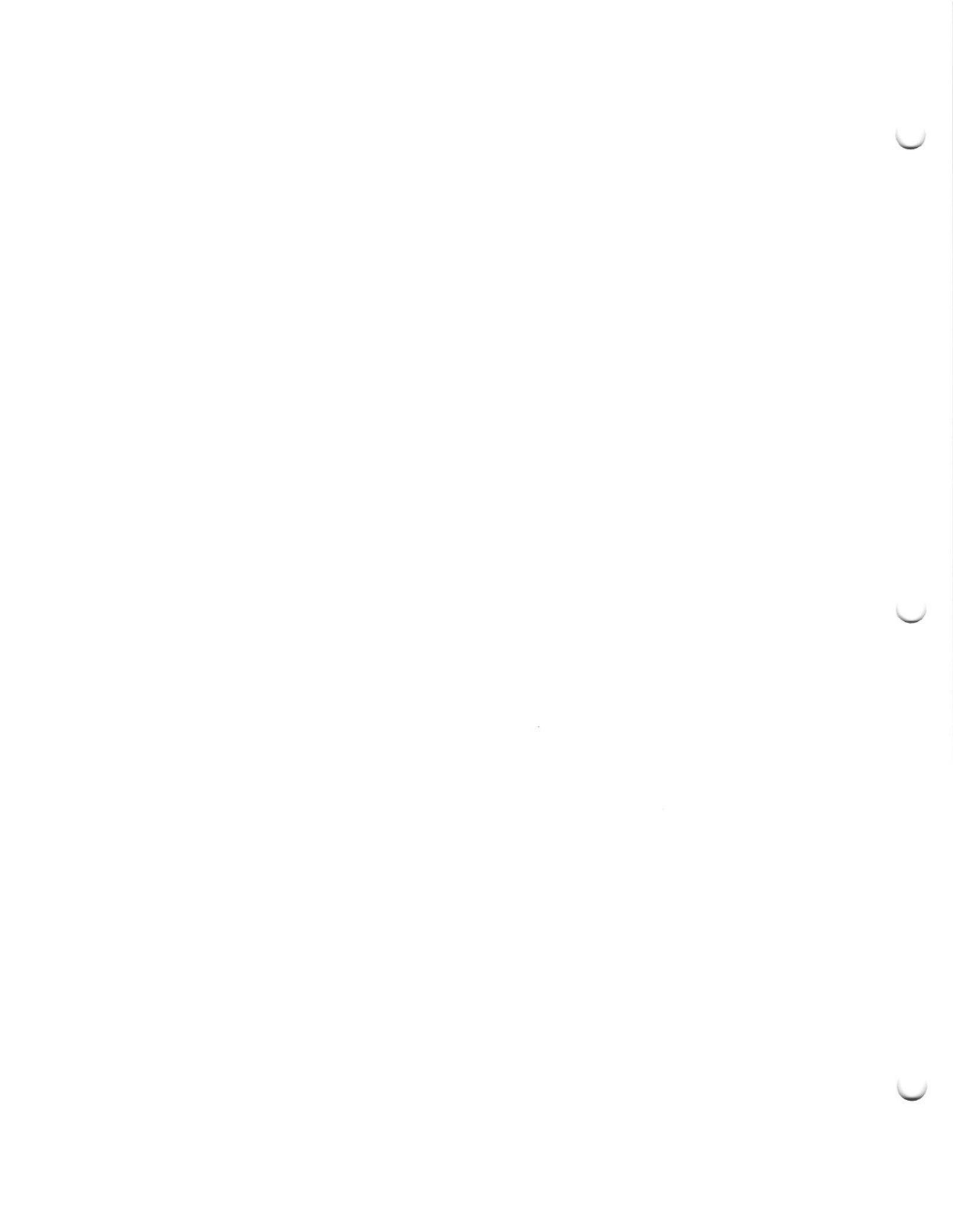
JOB SUMMARY

The purpose of this classification is to provide protection of life and property, enforcement of federal, state and local laws, response to emergency/non-emergency situations, investigation of criminal activity, and specialized duties within an assigned division/unit which may include the Uniformed Patrol Unit, Community Oriented Policing Services Unit (COPS), or other area.

ESSENTIAL JOB FUNCTIONS

- Enforces all applicable codes, ordinances, laws and regulations (including traffic, criminal and civil) in order to protect life and property, prevent crime, and promote security.
- Patrols designated areas via motor vehicle, bicycle, or on foot to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions; responds to active alarms at residences, businesses, and industries; checks suspicious vehicles, persons, or situations; investigates and reports public safety issues such as roadway hazards, malfunctioning traffic signals, damaged street signs, or other problems; maintains high visibility in the community.
- Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, terrorism, natural disasters, public service duties, stranded motorists, or other problem situations.

- Prevents/discovers commission of crime; issues citations, summonses, or notices; pursues fleeing suspects; apprehends, arrests, and processes criminals, fugitives, offenders, or suspects; conducts searches of suspects, arrestees, vehicles, or buildings; seizes or confiscates illegal substances, contraband, stolen items, or weapons.
- Conducts preliminary investigations of complaints or incidents; interviews victims, complainants and witnesses and records statements; secures crime scenes, processes crime scenes for basic evidence, and protects integrity of evidence; gathers information and evidence and makes photographic records of scenes; places evidence into custodial control; sends evidence to crime laboratory for testing as appropriate; prepares detailed reports and sketches.
- Participates in investigative/undercover operations involving activities such as monitoring known narcotic areas, infiltrating prostitution rings, or investigating underage alcohol buys; develops informants to obtain information relating to criminal investigations.
- Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, assessing physical injuries, administering CPR or first aid, or extinguishing small fires.
- Enforces vehicle operating laws, parking laws, and DUI laws; conducts field sobriety tests and evaluates ability of impaired drivers to operate motor vehicles; uses visual observation and radar/laser speed detection units to enforce speed laws; checks vehicle insurance, vehicle registrations/vehicle license tags, or vehicle identification numbers.
- Responds to traffic accidents/complaints; investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers; measures accident scenes and makes drawings of accidents; reviews evidence, reconstructs accidents, and makes recommendations; investigates traffic hazards; assists with removal of debris or other hazards from roadways.
- Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, funerals, businesses, sporting events, dignitary visits, special events, or other situations as appropriate; provides security for court sessions, City Council meetings, or other government functions as needed.
- Performs specialized tasks associated with assignment to Community Oriented Policing Services Unit (COPS); provides safety and education on school campuses as part of the School Resource Officer Program or the Drug & Alcohol Resistance Education (D.A.R.E.) program; patrols assigned school campuses to maintain safety of school environment; creates and implements school/community programs/activities to increase drug awareness and maintain drug-free and violence-free school environments; provides education and counseling to students at various regarding drug abuse/resistance, gang awareness, or other topics; prepares lesson plans and training materials; delivers presentations in classrooms; advises school principals regarding police matters; participates in school/student activities, community meetings, and special community events.



- Provides assistance or backup support to other officers, emergency medical providers, fire department personnel, state/federal law enforcement agencies, other law enforcement agencies, or other public service agencies; monitors location of other officers on calls; provides emergency response on a twenty-four-hour basis as needed.
- Participates in court activities; responds to court subpoenas; assists in preparing case files and evidence for court presentation; testifies and presents evidence during court.
- Serves arrest warrants, search warrants, subpoenas, or other documentation as needed. Transports suspects/arrestees, members of the general public, or other individuals as required.
- Performs public service duties; provides general assistance to the public, such as providing directions, inspecting residential/business properties, assisting stranded motorists, or confining vicious animals; provides general information pertaining to safety, juvenile problems, civil/criminal matters, legal assistance, ordinances, or other issues.
- Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, radar/laser equipment, alcohol testing equipment, drug testing kits, processing kits, handcuffs, restraining devices, baton, flashlight, fire extinguisher, measuring devices, patrol unit camera, photographic equipment, tape recorder, radio/communications equipment, Kevlar vest, gas mask, helmet, safety equipment, telephone, hand tools, or general office equipment.
- Inspects/maintains assigned police vehicle, uniform, weapons, or other equipment.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, congested traffic, adverse weather conditions, and emergency situations involving speeds in excess of posted limits.
- Requests status reports for driver's license, driver's histories, criminal histories, or other information from state/national (GCIC/NCIC) criminal information computer database.
- Prepares or completes various forms, reports, correspondence, logs, daily pass-on sheets, incident reports, accident reports, impound sheets, miscellaneous reports, arrest/booking reports, Miranda waiver forms, use of force reports, intoxication reports, witness statement forms, juvenile complaint forms, domestic violence forms, missing person reports, field interview reports, citations, summonses, notices, warrant applications, subpoenas, license suspension
- forms, evidence forms, crime laboratory submission forms, vehicle recovery sheets, lesson plans, training materials, diagrams, vehicle maintenance requests, training observation reports, vacation/leave requests, or other documents.
- Receives various forms, reports, correspondence, logs, incident reports, accident reports, impound forms, citations, witness statements, criminal history reports, driver history reports, BOLO notices, bulletins, evidence, forged documents, surveillance

tapes, crime laboratory reports, photographs, subpoenas, invoices, SRO/DARE program documentation, student records, juvenile court records, crime statistics, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, presentation, email, Internet, or other computer programs.
- Monitors inventory of department equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates request for new/replacement materials.
- Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.
- Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Communicates with supervisors, officers, employees, dispatchers, other divisions/departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, students/parents, schoolteachers/officials, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.
- Responds to complaints and questions related to law enforcement issues and activities; mediates civil disputes; provides information, research problems, and initiates problem resolution.
- Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, gang awareness, safety, and related issues.
- Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.
- Assists with field training and evaluation of new recruits or other personnel as needed.
- Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, taking photographs, or running errands.
- Provides assistance to other employees or departments as needed.
- other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED; supplemented by completion of basic police officer training program; supplemented by 2 months previous experience and/or training involving law enforcement or security work, and training/work in area of specialized assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

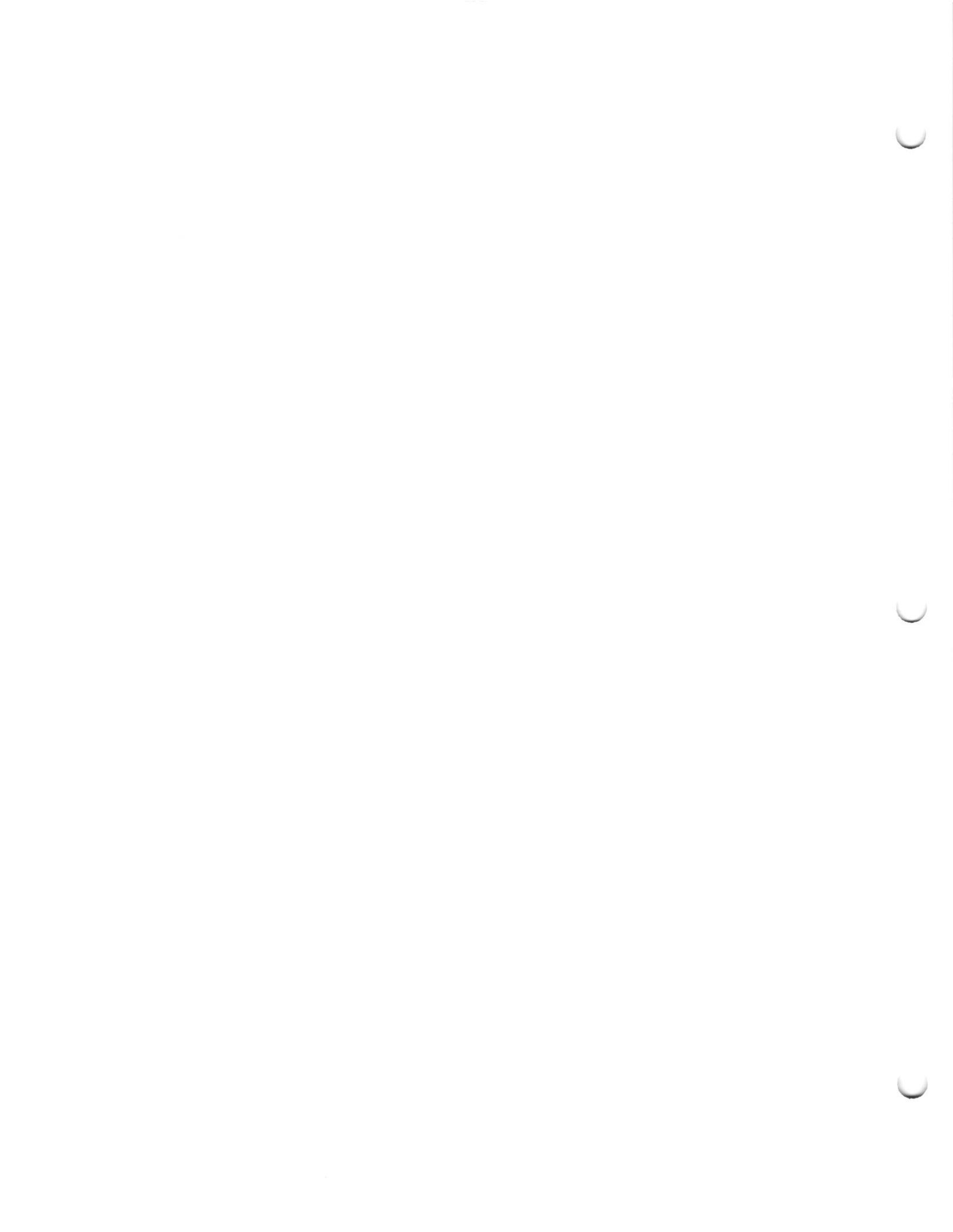
Must possess and maintain valid Georgia Basic Peace Officer Standard Training (P.O.S.T.) certification. Must possess and maintain valid Intoximeter Operator certification and Radar Operator certification. Assignment to School Resource Officer/D.A.R.E. Program functions requires possession and maintenance of valid School Resource Officer certification or D.A.R.E. Officer certification. Must possess and maintain a valid Georgia driver's license.

Knowledge, Skills, Abilities:

- Ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is heavy which requires exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.



- Hearing: 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.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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.
- Visual Acuity: 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.

WORK ENVIRONMENT

Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, explosives, firearms, or rude/irate customers.

