

**City of Centerville
Job Description**

Job Title: Police Officer
FLSA: Non-Exempt
Reports to: Sergeant
Revision Date: 06/2014

Department: Police

JOB SUMMARY:

This position is responsible for patrolling the City to prevent or observe criminal acts and traffic violations, enforcing state and federal laws and local ordinances, and testifying in judicial proceedings.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES:

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

- Patrols the city in a radio cruiser car to preserve law and order, prevent and discover the commission of crime, direct traffic, and enforce motor vehicle operation and parking regulations.
- Answers calls and complaints regarding fires, automobile accidents, robberies, and other misdemeanors and felonies; answers questions and gives information to the general public.
- Receives court documents for service in civil or criminal matters; locates person to be served and serves document or obtains information so that the person may be located and served; returns document and appropriate notation to the Police Department for return to the court.
- Carries out court orders by collecting judgments or taking possession of property, assuring that legal requirements are met, and related documents are properly handled.
- Escorts and transports prisoners to and from correctional institutions, hospitals, or courts as assigned; escorts and transports juveniles to detention centers and correctional institutions; transports mental patients to regional mental institutions; and assists in quelling jail disturbances.
- Appears in court as required; keeps order in the court; carries out instructions of the Judge and Police Chief during court sessions.

- Assists detectives in the investigation of crimes; assists in searches for missing persons.
- At the scene of accidents, conducts preliminary investigation, obtains witnesses, makes arrests and takes prisoners into custody.
- Provides escort for funerals, parades, and hazardous wide loads on highways.
- Checks patrol car daily to insure proper levels of oil, gasoline, air pressure, and other fluids; inspects all other patrol car equipment to insure serviceability.
- Provides security for local sporting events as required.
- Assists emergency vehicles and personnel, such as Fire and Ambulance departments, when requested.
- Provides traffic control in congested areas; makes road checks of vehicle registration, license plates, vehicle inspection, driver's license and vehicle insurance.
- Makes and files any required reports relating to activities occurring during the duty shift; maintains, or provides information for maintaining, the warrant book.
- Assists all law enforcement agencies or persons such as State Highway Patrol; State and Federal Alcohol, Tobacco, and Firearms; and local police department in enforcing all laws.
- Assists motorists during emergencies or mechanical failures.
- Notifies or assists in notifying families of the death or injury of relatives due to accidents or crimes.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City geography and road system.
- Knowledge of federal and state laws (criminal, civil and traffic), City ordinances, and department policies and procedures.
- Knowledge of the legal rights of the general public, suspects, arrestees, and convicted persons, and of criminal justice system and court procedures.
- Knowledge of law enforcement practices and procedures.
- Knowledge of supervisory techniques.
- Skill in first aid application.
- Skill in basic clerical tasks.
- Skill in safely operating motor vehicle under all conditions.

- Skill in using physical force and firearms.
- Skill in making rapid assessments of varying situations and making accurate decisions accordingly.
- Skill in oral and written communication and in interpersonal communications.

MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Police Officer shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent. The Police Officer must also possess (or be able to possess) and maintain P.O.S.T. Certification. The incumbent must be at least eighteen (18) years old and possess or have the ability to possess a valid driver's license issued by the State of Georgia for the class of vehicle to be operated. The Police Officer must retain certification for the operation of radar, Intoximeter, and firearms.

SUPERVISORY CONTROL and RESPONSIBILITIES:

The Police Officer has no supervisory responsibility. The Police Officer reports directly to the Sergeant, and ultimately the Police Chief, Assistant Police Chief, and Lieutenant, of the City of Centerville.

TRAVEL:

The Police Officer may be required to travel to meetings held throughout the state in order to maintain certifications and to pick up or transport inmates to other detention facilities. The Police Officer must possess and maintain a valid driver's license and must have access to reliable transportation. The Police Officer may be required to attend meetings that occur during the evenings, and/or during the early morning, or court sessions that are scheduled during off-duty hours.

GUIDELINES:

The Police Officer utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, City Council guidelines, Centerville Police Department Standard Operating Procedures, and applicable federal, state, and local laws.

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

LANGUAGE SKILLS:

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and citations. Ability to speak effectively to transfer information from one source to another. The incumbent must also be able to inform individuals of laws and local ordinances in a non-threatening manner.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The incumbent must also be able to perform various calculations in the performance of the job.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or exchange information, resolve problems, provide service, influence or direct others, to interrogate others, and justify, defend, negotiate, or settle matters. Contacts are generally made with the general public, other city employees, lawyers, judges, federal, state, and local law enforcement entities, motorists, victims, suspected offenders, and others.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with complex problems in non-standardized situations. The Police Officer must be able to clearly analyze situations in often hostile environments.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, stoop, bend, walk, run, carry, or lift. The employee must be able to lift and/or move objects up to 50 pounds. Occasionally the situation will arise where the incumbent must defend himself/herself against personal attack by another individual. Specific vision abilities required by this job include close vision and the ability to adjust focus and distinguish between shades of colors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is dangerous and includes, but is not limited to exposure to extreme weather condition, exposure to dust, dirt, grease, etc., regular exposure to weapons, traveling at high rates of speed, toxic or irritating chemicals, fumes, and smoke, all of which require the use of protective devices by the Police Officer.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____