

CITY OF EASTMAN

JOB DESCRIPTION: POLICE OFFICER

GENERAL NATURE OF WORK

Performs general police work involving the protection of life and property, enforcement of laws and investigation of crimes.

Work involves responsibility on an assigned shift basis for the protection of life and property, prevention and investigation of crime, apprehension of criminals, and the general enforcement of laws and ordinances in a designated area. Work normally consists of routine patrol, preliminary investigation, traffic regulations and related duties. Work may involve a substantial element of personal danger and employees of this class must be able to act without direct supervision and to exercise independent judgement in meeting emergencies. Police officers may receive special assignments which call upon specialized abilities and knowledges usually acquired through experience on the force. Assignments and general instructions are received from a Corporal or other superior officer who receives work methods and results through reports, personal inspection, and discussion.

EXAMPLES OF WORK

The following examples are illustrative of the duties assigned to positions of this class. No attempt is made to be exhaustive in this listing.

Patrols a designated area of the city in a radio cruiser car or on foot to preserve law and order, to prevent and discover the commission of crime and to enforce motor vehicle operation regulations.

Answers calls and complaints involving public or private disturbances, fires, automobile, accidents, robberies, and other misdemeanors and felonies. Interrogates witnesses and seeks sources of possible information and records and reports information received.

Interviews persons with complaints and inquiries and attempts to make proper disposition or directs them to proper authorities.

Operates the intoximeter as necessary.

May temporarily serve as detective, investigating crimes, searches for and preserves evidence, maintains surveillance over persons and places in question, assists in locating missing persons.

Check doors and windows and examines premises of unoccupied buildings or residence in order to detect any suspicious conditions.

Examines vehicles and roadways observing traffic control devices, road conditions, obstructions, and wrecks.

Participates in traffic law enforcement by directing traffic at school crossings.

Maintains order in crowds and performs security functions for public gatherings and by escorting special processions.

Checks beer truck for proper packaging and correct quantities.

Performs related duties as required.

DESIRABLE KNOWLEDGES, SKILLS, AND ABILITIES

Some knowledge of general law and of traffic and criminal laws.

Some knowledge of the street system, physical layout, and principal buildings of the city.

Ability to cope with situation firmly, courteously, tactfully and with respect for the rights of others.

Ability to analyze situations quickly and objectively, and to determine proper course of action.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to secure a valid driver's license as issued by the State of Georgia.

Ability to read and speak effectively.

Ability to develop skill in the use and care of firearms.

TRAINING AND EXPERIENCE

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

Completion of a standard high school course of study or its recognized equivalent.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Georgia Motor Vehicle Operator's License.

Georgia Law requires that any person employed in this classification:

- a) Be at least twenty-one (21) years of age
- b) Be a citizen of the United States
- c) Have a high school diploma or its recognized equivalent
- d) Not have been convicted by any state or by the federal government of any crime, the punishment for which could have been imprisonment in the federal or state prison or institution; nor shall he have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law; provided the same shall not apply to violation of traffic laws and cases involving the operation of motor vehicles when the applicant has received a pardon.
- e) Be fingerprinted and a search made of local, state, and national finger print files to disclose any criminal record
- f) Possess good moral character as determined by investigation under procedure established by the council

- g) Successful completion of a job related academy entrance examination provided for and administered by the Georgia Peace Officer standards and Training Council in conformity with state and federal law.
- h) Be found, after examination by a licensed physician or surgeon, to be free from physical, emotional, or mental conditions which might adversely affect his exercising the powers or duties of a peace officer.
- i) Have an oral interview with the hiring authority or his representative(s) to determine such things as applicant's appearance, background and ability to communicate.