



## Police Officer

Police

### JOB SUMMARY

Provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.

### MAJOR DUTIES

#### Uniform Patrol

- Patrols an assigned area to detect and deter crime; answers calls for service; conducts foot patrol in high crime areas.
- Conducts traffic stops and enforces state laws and local ordinances.
- Assists stranded motorists
- Investigates reported crimes; investigates traffic accidents.
- Interviews witnesses, suspects and victims.
- Obtains search and arrest warrants; assists in conducting search warrants; serves arrest warrants.
- Makes arrests and transports prisoners to jail facilities.
- Secures crime scenes and collects evidence.
- Conducts security checks on banks, residences, schools and local businesses.
- Resolves conflicts and disputes within the community.
- Assists other departments or agencies as needed.
- Completes a variety of reports, including daily and monthly reports, incident and accident reports, citations and summonses, false alarm reports, arrest and booking reports, and case files.
- Attends court and offers testimony.
- Completes required training.
- Assists with security and traffic control at special events.
- Transports inmates.
- Provides escort for city workers to the bank.
- Conducts surveillance in areas of high drug activity.
- Maintains assigned vehicle and equipment.
- Provides courtroom security as assigned.
- Performs the duties of a K-9 Officer as assigned.
- Serves as a member of the Special Response Team as assigned.
- Performs animal control and code enforcement duties as assigned.

#### CID

- Initiates and conducts investigations into criminal activity within the City of Griffin, including those associated with narcotics, vice, and juvenile offenders; locates and interviews victims, witnesses, and suspects; prepares and obtains search and arrest warrants for criminal prosecution; conducts undercover investigations.
- Makes arrests of offenders for violations of state laws and local ordinances.
- Utilizes a case management system to track and document the status of all assigned investigations and arrests; writes reports, prepares case files, and ensures that all documentation is completed in a timely manner and in accordance with applicable department standards.
- Assists other investigators with complex or major case investigations.
- Coordinates investigative efforts with other departmental units/divisions and with external agencies.
- Responds to crime scenes and crimes in progress as needed..
- Works with the District Attorney's Office to prepare cases for prosecution; testifies in court as needed.
- Attends and participates in all required training.
- Communicates with crime victims and acts as liaison for the department regarding information and case status.

- Reviews and remains informed of all changes to local, state or federal laws.
- Manages the operations of the evidence/property room as assigned; processes evidence.
- Performs related duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of law enforcement principles and practices.
- Knowledge of civil and criminal processes.
- Knowledge of criminal investigation principles and practices.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of computers and job related software programs.
- Skill in the use of firearms and restraint equipment.
- Skill in conducting criminal investigations.
- Skill in operating emergency vehicles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

#### **SUPERVISORY CONTROLS**

The supervisor 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 the Georgia Criminal Code, departmental standard operating procedures, court orders, and city ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related criminal investigation and law enforcement duties. The variety of situations to be responded to, some dangerous and life-threatening, contributes to the complexity of the position.
- The purpose of this position is to perform uniform patrol and criminal investigation of duties. Success in this position contributes to the safety of city residents and visitors and to the enforcement of local, state and federal laws.

#### **CONTACTS**

- Contacts are typically with co-workers, other city employees, court personnel, attorneys, representatives of other public safety agencies, victims of crimes, witnesses, suspects, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, or gloves and of specialized law enforcement equipment.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

**THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER**