

**CITY OF THOMSON, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: POLICE OFFICER
DEPARTMENT: POLICE
REPORTS TO: SERGEANT

DEPT. CODE:
DATE LAST REVISED: 11/17

JOB SUMMARY:

This position maintains law and order; enforces city, state, and federal criminal and traffic laws; patrols the city; and responds to emergency calls to protect life and property and ensure the safety of the citizens of the City.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Patrols designated areas of the community for the purpose of law enforcement control; responds to dispatched situations such as accidents, disturbances, or crimes; provides police assistance and protection.
- Participates in traffic law enforcement by directing traffic, issuing citations to violators, escorting special processions, and responding to and recording traffic incidents.
- Investigates crimes including visiting crime scenes, collecting prints, and ensuring evidence is properly collected, labeled, and maintained prior to turning over to the State Crime Lab for analysis.
- Provides assistance to the general public as needed.
- Prepares reports and maintains case files; appears in court as the arresting/investigating officer; maintains assigned equipment.
- Cooperates with federal, state and other local officers in the apprehension and detention of wanted persons and with other agencies where activities of the Police Department are involved.
- Operate a Police Department vehicle.
- Serve as Senior Officer at crime scene as assigned.
- Completes required training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and practices of modern police administration and police methods, as well as the principles and practices of traffic control, patrol, criminal investigation, and crime prevention.
- Knowledge of types and uses of fire arms, communication equipment, and automobiles in modern police enforcement.
- Knowledge of the functions of federal, state and local jurisdictions and authorities.
- Knowledge of computer and police communications system operations.
- Knowledge of routine and emergency departmental procedures and requirements for record keeping.
- Knowledge of investigation procedures and techniques including crime scene search and rules of evidence.
- Knowledge of occupational hazards and standard safety precautions necessary in work.
- Skill in typing and in the operation of computer keyboard to enter and retrieve data.
- Skill in the operation of police equipment such as firearms, baton, communication radio, and others.
- Skill in the use of computers and job-related software programs.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other city officials, employees, state and federal authorities, civic leaders, informants, and the general public.
- Ability to develop and maintain records and to write effectively.
- Ability to make decisions under pressure.
- Ability to think clearly, speak audibly and distinctly, and take effective action in emergency situations.

SUPERVISORY CONTROLS: The Sergeant 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.

SCOPE AND EFFECT: The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance helps ensure the safety and well-being of citizens and promotes the

efficient and effective operation of the department. The work consists of related technical law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The work is typically performed with the employee sitting, standing, walking, running, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons. The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS REQUIRED:

- High school diploma or equivalent required.
- Less than one year of related experience required.
- 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.

file: Police Officer

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.