

## CITY OF COMMERCE

<b>JOB TITLE: Certified Officer</b>	<b>FLSA STATUS: NON EXEMPT /Full-Time</b>
<b>DEPARTMENT: Police</b>	<b>GRADE: 14</b>
<b>DIVISION:</b>	<b>REVISION DATE: 8/25/2016</b>

### **Summary/Objective of Position**

This position performs general duty police work in the protection of life and property through the enforcement of laws and ordinances.

### **Essential Functions:**

Patrols the city in a vehicle or on foot to detect, deter or respond to criminal activity and traffic violations; issues citations.

Responds to calls relayed by communications officers, including emergencies, domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.

Conducts preliminary investigations into traffic accidents, crimes, and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime/accident scenes.

Completes detailed case reports and required paperwork.

Apprehends, searches, arrests, and processes offenders, including fugitives; summons witnesses; impounds vehicles.

Transports prisoners.

Provides assistance and backup support to other officers and emergency service providers as necessary.

Assists motorists.

Provides traffic direction and escort services as needed for events such as parades, funerals, ball games, and school crossings.

Presents education and information through community, schools and church groups; counsels citizens on law enforcement activities, programs and referral resources.

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Represents the City Police at court hearings; prepares reports and testifies in court cases.

Maintains vehicle and equipment according to Department standards.

Completes all required reports and forms, including accident and incident reports.

Inspects and maintains an assigned patrol car, uniform, and equipment.

Serves criminal warrants; obtains and executes search and arrest warrants.

May be assigned to special units or details, including child abuse, juvenile, and sex crime investigations.

Attends ongoing training classes as required.

Maintains the integrity, professionalism, philosophies, attitudes, and values of the Police Department by assuring that all rules and regulations are followed.

Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances, and department policies and procedures.

Knowledge of traffic investigation techniques and procedures.

Knowledge of the geography and streets of the city.

Knowledge of first aid and CPR techniques.

Knowledge of the court system and judicial procedures.

Skill in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment.

Skill in interrogation and interviewing techniques.

Skill in restraining persons without causing physical harm.

Skill in operating a computer.

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Skill in public and interpersonal relations.

Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Captain, Lieutenant or 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.

**GUIDELINES:** Guidelines include the Georgia Criminal and Motor Vehicle Code, city and department policies and procedures, federal and state laws and regulations, and city ordinances. These guidelines are clear and specific but may require judgement, selection, and interpretation in application.

**COMPLEXITY:** The broad range of decision-making activities required and frequent contact with persons in stressful or life-threatening situations contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to plan, direct, and manage the overall provision of police services of the citizens of the city. Successful performance helps ensure the efficient, fair and impartial enforcement of laws, enhances the quality of life for area citizens, and enhances the public image of the city.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, representatives of other departments, representatives of federal, state, and local law enforcement and judicial agencies, court personnel, attorneys, business and civic leaders, suspects, witnesses, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information, resolve problems, make presentations, motivate and direct employees, settle matters, and provide services.

**PHYSICAL DEMANDS/ADA REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally mandated job responsibilities and limitations, and repetitive, routine patrol conditions that require riding for extended periods in a car. Hand-eye coordination to aim and accurately fire a weapon, use police tools, demonstrate a field sobriety test, or write.

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Lift and carry objects such as property (e.g. televisions, stereos); equipment (e.g. duty bag, evidence kit, cases of ammunition); vehicle parts ( e.g. Truck tires, car wheels):

Lift, drag or carry children and adults with or without assistance.

Push/pull/drag objects such as stalled car across an intersection or off a roadway, dead animals (e.g. deer or large dogs) road debris or hazards (e.g., utility poles, tree limbs), move furniture, mattresses and other household items to conduct searches, maneuver people during arrests or when injured or assist another officer over a wall.

Sprint short distances during deployment to pursue suspects, to escape hazards (e.g., fire, gunfire, toxic elements), or to assist victims requiring emergency assistance.

Walk up and down flights of stairs; Crawl in confined areas (e.g., attics): Climb through small openings (e.g., windows) and pull self through openings

Effectively handle opposition during an arrest or in an emergency situation.

Stamina to run for one-quarter of a mile on the average of up to a maximum of approximately one mile in order to apprehend a suspect.

Vision: Near vision to identify and distinguish among objects (arm's length or closed) such as fingerprints, serial numbers, trace evidence and read fine print on items. Far vision sufficient to identify license plates and vehicle makes at a distance and under various light and weather conditions, and distinguish one person from another, identify objects on a person or held in person's hand, distinguish a weapon from an object other than a weapon, identify and describe clothing, height, weight, and facial characteristics from a distance and under various light and weather conditions. Color vision sufficient to identify and distinguish between colors and shades of color to identify narcotics, describe subject (e.g., clothing, hair, eyes), recognize and describe hazardous material placards on vehicles, identify vehicle tagging.

Hearing: Hearing ability sufficient to understand general in-person and telephone conversation, and understand radio transmissions, cries for assistance when obscured by background noise, and discriminate among non-speech sounds (e.g., footsteps, voices, or alarms), and understand whispered conversation.

Language Ability: Requires ability to read a variety of informational, technical, financial and administrative documentations, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

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Must be able to operate a variety of automated office equipment including computer, printer, photocopier, calculator, telephone and various law enforcement equipment such as firearms, tasers, body cams, restraining devices, police vehicle, two-way radio, pager, and mobile telephone. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to handle or feel, and reach with hands and arms. The employee uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The duties of this position will typically be performed by riding /sitting in a police vehicle. While performing the functions of this position, the employee will constantly be exposed to passing traffic. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. It may be expected that the employee individual could be exposed to blood or other potentially infectious materials during the course of their duties.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

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### MINIMUM QUALIFICATIONS:

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

Possession of a valid Georgia driver's license and satisfactory motor vehicle report.

Must possess and maintain valid Georgia P.O.S.T. Peace Officer certification.

Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

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By my signature, I hereby certify that I have reviewed the description of my position and agree to perform the duties described therein. I understand the City of Commerce may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy of my review and signature. I understand the position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties may be assigned.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Human Resources: \_\_\_\_\_