**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

**Patrol Officer (Certified)**

Summary

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| --- | --- |
| Title: | Patrol Officer (Certified) |
| Department: | Human Resources |
|  |  |

Description

**Job Summary**
Under the general supervision and on one of two assigned shifts, performs general law enforcement duties in efforts to provide protection of life and property, enforcement of federal, state and local laws, response to emergency situations and investigation of criminal activity to secure the well-being of the citizens of the City of Acworth.

**Essential Job Duties**

* Patrols streets, industrial parks, businesses, and residential areas within an assigned zone in the City to thwart potential criminal activity.
* Enforces City ordinances, state and federal statutes, and other regulations for which the Police Department is responsible; enforces the traffic code of Georgia, issues citations, and/or makes arrests as appropriate.
* Answers calls for service in a timely, professional, appropriate manner; provides immediate response in emergency situations; uses proper judgment in neutralizing situations.
* Conducts accident investigations and provides preliminary first aid as needed.
* Prepares detailed reports regarding calls for service received while on duty.
* Transports prisoners to jail facility.
* Initiates criminal investigations and calls for detectives when needed.
* May be called upon to work special assignments as needed.
* Performs related work as assigned.

**Minimum Requirements of Position**

* High school diploma or its recognized equivalent.
* Must be at least 21 years of age at time of employment.
* Must possess a valid Georgia Driver's License.
* Must be a citizen of the United States.
* Must pass an extensive background investigation, post-offer polograph, psychological, physical and drug screen.
* Must possess a current Georgia Peace Officer's Standards and Training Council (P.O.S.T.) Certification(s).
* See Official *Code of Georgia Annotated (OCGA 35-8-8) for additional requirements.*

**QUALIFIED BILINGUAL APPLICANTS (*SPANISH/ENGLISH*), MINORITY APPLICANTS, & FEMALE APPLICANTS ARE ENCOURAGED TO APPLY.**