**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: 25,000 – 49,999**

**POLICE PATROL OFFICER**

Department: Police

An employee in this position is responsible for maintaining law and order; protecting life and property, and enforcing all statutes, laws, ordinances and regulations of the local, state and federal governments. Employee works under general supervision of a superior officer but has very definite operating procedures. However, much judgment is required in interpreting laws, ordinances, policies, and procedures. Employee must achieve a balance between enforcement of laws and ordinances and maintaining good public relations for the Police Department. Work contains a substantial element of risk and employee must be able to exercise judgment independently in emergency situations. Work is reviewed through reports, personal inspection and conferences. No supervision over others exercised.

Duties & Responsibilities

The following examples of duties and responsibilities are typically performed by a person in this position. No attempt is made to be exhaustive in this listing.

* Patrols assigned residential or business areas on foot or in a patrol car.
* Checks door and windows, observes for suspicious persons or activities or damaged property.
* Discourages criminal activity through high visibility.
* Protects people and property from criminal hazards; initiatives investigation as warranted.
* Monitors area to ensure safety and welfare of civilians.
* Responds to radio dispatcher calls to investigate burglar alarms, traffic violations, domestic problems and other acts against person, property, or law or for assistance from other officers.
* Intercedes in domestic quarrels; attempts to dissolve potentially dangerous situations through tact.
* Resolves, or attempts to resolve, discrepancies or disagreements.
* Secures scene of more serious crimes and calls for assistance.
* Refers disadvantaged or victims to necessary agencies or resources.
* Counsels victims as needed.
* Participates in traffic law enforcement by facilitating the flow of traffic when necessary; issues citations for violations; operates Intoximeter.
* Books, searches and incarcerates prisoners. Makes necessary reports.
* Ensures swift resolution of auto accidents.
* Verifies ownership or status of abandoned vehicles.
* Assists civilians in line of duty; gives directions, information, etc.
* Maintains scheduled court appearances
* Reviews prior information and data for court cases.
* Makes case for judgement against perpetrator
* Participates in required in-service training.
* Performs related work as required.

Skills, Knowledge & Abilities

* Skill in operations of motor vehicle at times at a high rate of speed
* Skill in police radio, radar, etc.
* Skill in use of firearms
* Skill in fact-finding
* Skill in observing unusual or out-of-the-ordinary situations
* Knowledge of local laws, state laws, state traffic laws, and City ordinances
* Knowledge of geography of city
* Knowledge of Community Policing Philosophy
* Knowledge of firearms
* Knowledge of modern police methods
* Knowledge of people and behavioral problems
* Knowledge of proper vehicle stop and check procedures
* Knowledge of legal and proper methods of arrest and investigation
* Knowledge of Georgia Criminal Code and traffic laws
* Ability to communicate effectively, both orally and in writing
* Ability to react to a crisis situation calmly and quickly
* Ability to identify drugs and other substances
* Ability to qualify with firearms

Minimum Requirements

* High School Diploma or equivalent
* Must be at least 21 years of age
* Must be a U.S. Citizen
* Must not have been convicted of a crime that could have resulted in imprisonment.
* Must successfully undergo extensive character background, psychological, and aptitude testing.
* Must successfully complete police academy entrance exam and 240 hours of basic training in first 12 months of employment.
* Possess a valid driver's license
* Must be able to perform the essential functions of the job

Desired Requirements

* Two years of accredited college or university preferred with Georgia P.O.S.T. Certification
* Four years accredited college or university with no certification