**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 OFFICER - CERTIFIED**

Title: Police Officer - Certified

# POSITION SUMMARY

This is general law enforcement work responsible for protecting life and property and enforcing laws and ordinances. Work involves routine patrol work and responding to emergency calls, citizen complaints, and alarms. Duties include preliminary investigations, special detail assignments, administrative duties, and other special assignments as assigned by superiors. A Police Sergeant reviews work assignments and gives specific instructions and assistance when guidance or patrol backup is needed. Work requires independent judgment and discretion in difficult or unusual situations. Work involves personal danger.

# ESSENTIAL DUTIES

* Patrols the City to provide a visible deterrent in uniform and in marked cars and to enforce laws and ordinances and protect life and property; monitors commercial and residential areas for signs of criminal activity; patrols for suspicious persons or vehicles.
* Enforces traffic and parking laws through the issuance of citations and warnings; routinely inspects roadways, bridges, and traffic signals and signs to find and report any hazardous conditions.
* Performs business and residential security checks; checks building doors, windows, gates, and fences to ensure building/home is secured; reports buildings, homes, vehicles, or equipment that is not secured; ensures the safety and wellbeing of all residents/employees on duty; learns employees' work patterns and alerts them to possible suspects and crime prevention.
* Responds to calls for assistance, disturbance calls, and complaints of crimes; enforces federal, state, and local laws by performing warrant, felony, or misdemeanor arrests; implements physical confrontation when necessary; protects the civil rights of persons in custody.
* Investigates traffic accidents by establishing point of impact, interviewing witnesses, and collecting, preserving, and packaging evidence; detects drunk drivers and performs sobriety evaluations; books DUI suspects.
* Participates in community relations projects as required.
* Participates in departmental training programs.
* Serves as first-responder to provide aid and assistance to victims of traffic and other accidents; assists fire and emergency medical services in treating and transporting victims.
* Secures and protects crime scenes by establishing boundaries, detaining victims, suspects, and witnesses, locating and identifying evidence, and briefing supervisors and investigators on their arrival.
* Prepares and maintains a wide variety of departmental records and reports in compliance with departmental and legal policies and procedures; prepares and files thorough written case reports; writes Standard Operating Procedures (SOPs) for department.
* Gives advice on laws, ordinances, and general information to the public; renders advice on domestic disturbances; assists citizens in need.
* Maintains assigned uniform, vehicle, and equipment in accordance with departmental policy and procedures.
* Presents evidence and testimony in courts of law; assists in prosecuting felony and misdemeanor cases.
* Assists stranded motorists; directs traffic when necessary; escorts special processions; transports prisoners to jail.
* Participates in departmental training programs.
* Participates in community relations projects as required.
* Serves and executes criminal and traffic warrants on felony and misdemeanor suspects.
* Performs related work as required.

**When Acting as a Police Detective:**

* Investigates crimes and related law enforcement problems; performs crime scene searches by photographing and/or diagramming scene and evidence, checking for latent fingerprints, and collecting any physical evidence present.
* Identifies possible witnesses and suspects through observation at scene or reports of other officers or witnesses; conducts interviews to gather information regarding incidents and records statements made.
* Maintains control over physical evidence gathered; records and stores evidence in department; processes evidence for identification information; and transports evidence to state crime lab for further processing.
* Determines probable cause to search, obtains search warrant from appropriate court, and personally conducts searches authorized; describes reason for arrest and obtains arrest warrant from appropriate court, and either personally makes arrest or turns warrant over to uniform patrol division or other police agency for service.
* Detains and arrests suspects; protects the rights of individuals in custody; processes arrested persons by obtaining identification and prior arrest record information, recording all property confiscated, and transporting suspects to jail.
* Gathers all information related to a case; determines, either personally or with assistance of supervisor, when case is complete and submits information assembled to court system for prosecution; assists court system with any additional investigation required; and appears as witness in local, state, and federal courts to provide testimony regarding cases investigated.
* Prepares a variety of records and reports including supplemental reports of investigations, reports of background investigations, and statistical reports.
* Completes and maintains a wide variety of departmental records and reports in compliance with departmental and legal policies and procedures; and writes Standard Operating Procedures (SOPs) for department.
* Reviews incident reports and arrest records to determine patterns of criminal activity.
* Maintains contacts with community members who may be able to provide information regarding possible criminal activities.
* Communicates in person, by telephone, or by mail with other police and security agencies to gather information regarding cases.
* Assists Juvenile Court in handling cases involving juveniles, neglected children, abandoned children, abused children, and domestic-related problems.
* Presents programs on narcotics, drug abuse, and juvenile matters to civic organizations and educational establishments.
* Works with community groups to encourage crime prevention techniques in residential and business areas; conducts on-site security checks for residential and commercial property when requested.
* Conducts stakeouts and undercover operations as necessary.
* Maintains assigned uniform, vehicle, and equipment in accordance with departmental policy and procedures.
* Participates in departmental training programs.
* Assists in training other police department personnel in investigative techniques.
* Performs related work as required.

**When Assigned to School Resource Officer:**

When a Police Officer is assigned to the School Resource Officer position, he/she will assume the responsibility for acting as the law enforcement liaison between the Police Department and his/her assigned school. He/she is responsible to assist school administration in the development of a positive school climate and a safe school environment for both students and faculty. He/she serves as a visible and active law enforcement figure on campus, and takes enforcement action when necessary. He/she makes presentations to classes, clubs, PTO, civic and/or community groups, to enhance positive public, student, and police relations. The SRO Police Officer reports to the SRO/D.A.R.E. Supervisor.

If an officer is assigned to teach the D.A.R.E. program, he/she will also teach the ten-week copyrighter D.A.R.E. curriculum to all fifth grade students, and four to six thirty-minute lessons to kindergarten through fourth grade classes.

**School Resource Officer/ D.A.R.E. Duties:**

* Acts as a positive role model and develops good rapport with students, faculty and parents, promoting respect for the legal system and law enforcement officers.
* Makes presentations to classes concerning law enforcement’s role in society.
* Acts as a resource with respect to delinquency prevention, citizenship, and other law enforcement related topics.
* Develops plans and strategies for providing a safe environment for the students and school staff.
* Provides for conferences and/or counseling with students, parents, and staff members, when necessary on an individual basis.
* Remains updated on juvenile court codes and legal issues.
* Responds in a timely manner to special orders and/or assignments from the SRO/D.A.R.E. Supervisor, and ensures that such assignments are implemented in an efficient and quality manner.
* Monitors and patrols the school campus and acts as an extension of the principal’s office in supporting and reporting violations of the school’s policies.
* Works individually, and with school personnel, in the detection and elimination of harmful conditions, traffic hazards, or trouble areas that might endanger the safety and welfare of students and staff.
* Takes the law enforcement action necessary to protect against unwanted intruders at the school or at school-related functions.
* Investigates crimes and any other illegal or unauthorized activity which may occur on school grounds or during school-sponsored events.
* Acts as the law enforcement liaison between the school and Juvenile Court Solicitors.
* Maintains close communication with administrators, appropriate school personnel and counselors about cases involving juvenile offenders.
* Assumes related responsibilities as jointly established by the Board of Education and the Police Department in the Memorandum of Understanding.
* Develops programs that are geared towards improved relationships between the police department, students, faculty and parents.
* The SRO/D.A.R.E. Officer may be temporarily reassigned during school holidays, vacations or during periods of police emergencies.

**When assigned to teach the D.A.R.E. Program:**

* Teaches the ten-week copyrighted D.A.R.E. curriculum in each fifth grade class of his/her assigned school.
* Conducts presentations to the K-4 classes at each assigned school.
* Conducts himself/herself as a staff member and performs some of the same duties as the regular classroom teacher. For example, D.A.R.E. Officers may have bus duty, may eat lunch with students, participate in recess, attend PTO meetings, etc.
* Successfully completes the eighty-hour D.A.R.E. America approved course.
* Successfully completes at least eight hours of D.A.R.E. Refresher Training or accepted training annually.
* Manages the D.A.R.E. account (i.e. places orders and maintains an updated inventory of D.A.R.E. items).
* In charge of fund raising for the D.A.R.E. program.

**Desirable Qualifications for SRO/D.A.R.E.:**

* Has at least two years experience as a sworn law enforcement officer.
* Has earned at least an Associate (two-year) degree from an accredited institution of higher learning.
* Has demonstrated effective communication/teaching skills.
* Has demonstrated a commitment to youth-related activities.
* Has demonstrated an attention to neatness in his/her personal appearance.
* Has demonstrated effective writing and organization skills.
* Has demonstrated a desire to participate in the SRO/D.A.R.E. Program and understands the importance of being a positive role model to students and the youth of the community.
* No tobacco use of any kind.
* Has demonstrated familiarization of the budget process and adheres to budget policies that would normally apply to sworn members of the department.
* Has the ability to maintain accurate records of the D.A.R.E. account information and of donations or other D.A.R.E. funds that are obtained. This account will be subject to the normal yearly audit.

**When Assigned To The County Sheriff’s Tactical Narcotics Team:**

# Reports To: CID Commander

When a Police Officer is assigned to the County Sheriff’s Tactical Narcotics Team he/she will assume the responsibility for acting as the police department’s liaison between the City Police Department and the County Sheriff’s Tactical Narcotics Team. He/she is responsible to the Sheriff’s Tactical Narcotics Team as stipulated in the County Sheriff’s Tactical Narcotics Team Intergovernmental Agreement by and among the Sheriff of the County and each of the duly incorporated participating municipalities. The County Sheriff’s Tactical Narcotics Team operates exclusively within and under the sole authority of the Sheriff of the County for the purpose of interjurisdictional enforcement of criminal statutes relating to and prohibiting the sale, exchange, or use of narcotics and other illegal drugs.

**County Sheriff’s Tactical Narcotics Team Member (TNT) Duties:**

* Works undercover under hazardous conditions.
* Responsible for investigating and enforcing local, state, and federal laws as they relate to narcotic investigations.
* Investigates activities that constitute Violation of the Georgia Controlled Substance Act and apprehends violators through investigative techniques such as surveillance, overt and covert operations, and execution of search warrants.
* Works closely with other Task Forces within the Criminal Justice System, as well as local, state, and federal authorities.
* Coordinates and assists other organizations and local police departments in combating street-level drug crimes. Works in conjunction with many agencies to accomplish this.
* Identifies, investigates, and infiltrates street-level to mid-level narcotics dealers and their organizations within the County and the State of Georgia.
* Works long-term protracted cases, those involving multiple persons or jurisdictions, those of a historical nature, and those involving oral, wire, and/or video intercepts and smuggling.
* Maintains, installs, and evaluates surveillance equipment for use in drug investigations.
* Participates in buy busts, street-level reverse stings, highway drug interdiction and hotel and motel interdictions.
* Participates with regular checks for narcotics in schools, during traffic enforcement, and in package handling facilities, as assigned.
* Recruits informants to help remove narcotic producers and violators from the community.
* Gathers and documents criminal intelligence through the use of confidential informants, concerned citizens, and anonymous tips.
* Writes affidavits for arrests, searches and investigative warrants and executes said warrants in accordance with applicable laws.
* Prepares detailed written and taped investigative reports.
* Documents, maintains, and prepares administrative records and reports relevant to the activities of the narcotics task force.
* Seizes assets using state and federal statutes; and files for condemnation of assets.
* Abides by the Police Department’s Code of Conduct and the County Sheriff’s Tactical Narcotics Team Standard Operating Procedures.

# QUALIFICATIONS

The qualifications listed below represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

* Must be at least 18 years of age or older.
* Must be a citizen of the United States.
* Must have no record of any felony conviction.
* Must be willing to take an Oath of Office.

1. **Education and/or Experience**

* High School diploma or equivalent required. Bachelor’s degree in criminal justice or related field from an accredited college or university preferred. Any equivalent combination of education and experience is acceptable.
* Completion of state-mandated basic police officer training (POST).
* Completion of a minimum of forty (40) hours POST-approved in-service training annually.

1. **Knowledge/Skills/Abilities**

* Knowledge of federal, state, and local laws and legal procedures.
* Knowledge of or the ability to learn the department’s rules, regulations, policies, and procedures.
* Knowledge of or the ability to learn law enforcement investigation methods, procedures, and techniques and the ability to apply such knowledge to specific situations.
* Knowledge of or the ability to learn modern methods and practices of criminal investigation, gathering evidence, preservation of evidence, and identification.
* Knowledge of or the ability to learn the geography of the City and the location of important buildings and areas.
* Skill in the use of firearms.
* Ability to deal courteously and fairly with the public.
* Ability to analyze situations and to take quick, effective, and reasonable courses of action, giving due regard to the surrounding hazards and circumstances of each situation.
* Ability to write clear and comprehensive reports
* Ability to obtain information through interviews, interrogations, and observation.
* Ability to react quickly and calmly under emergency conditions.
* Ability to communicate clearly and effectively, orally and in writing.
* Ability to establish and maintain effective working relationships with City employees, City officials, other agencies, and the general public.
* Ability to qualify annually or semi-annually with firearms.
* Ability to pass a pre-employment physical examination, polygraph, drug screen and background investigation.
* Must be free of any physical, emotional, or mental condition which will adversely affect the ability to perform the duties or exercise the powers of a Police Officer.
* Ability to work routinely under highly stressful conditions including life threatening situations.

1. **Certificates/Licenses/Registrations**

Must possess a valid State of Georgia driver’s license (Class C) and a satisfactory Motor Vehicle Record (MVR)

# WORKING CONDITIONS

**A. Physical Demands**

This position requires the physical ability to operate a variety of job-related machines and equipment. Must be able to use body members to work, move, or carry related objects or materials. Must be able to exert up to 25 pounds of force occasionally, and/or up to 10 pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry up to 100 pounds.

**B. Work Environment**

The incumbent may be exposed to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, disease, or rude/irate customers.

**C. Travel Requirements**

The incumbent travels regularly within the City, but has limited travel involving overnight stays.