**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.**

## Police Officer – Code Enforcement PS/7

Public Safety

**JOB SUMMARY**

This position is responsible for the enforcement of local codes and ordinances and state and federal laws in the service of public safety.

**MAJOR DUTIES**

* Patrols the City to inspect residences, businesses, and City property for code and ordinance compliance.
* Enforces City codes and ordinances as it relates to all property including zoning issues, overgrown yards, junk removal, unfit living conditions, boarding of animals, abandoned houses, illegal parking, and business permits and licenses.
* Acts as City representative of the Georgia Soil and Water Conservation Commission, enforcing codes and ordinances specific to soil and water conservation and erosion.
* Interprets and explains codes and ordinances to violators.
* Prepares reports on code and ordinance violations; assists in providing information for courts
* Patrols the City to detect and deter crime and enforce laws; performs regular security inspections of schools and businesses.
* Responds to calls for service including emergency situations, traffic accidents, robberies, domestic disturbances, etc.
* Writes detailed reports and maintains accurate paperwork.
* Serves warrants and other civil documents.
* Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

* Knowledge of City codes and ordinances.
* Knowledge of federal, state and local laws.
* Knowledge of criminal investigation methods, practices and equipment.
* Knowledge of the criminal justice system and court procedures.
* Knowledge of self defense mechanisms and general safety techniques.
* Skill in the use of firearms, communications equipment, traffic equipment, and other standard and specialized equipment.
* Skill in the preparation of clear and precise administrative reports.
* Skill in oral and written communication.
* Skill in interpersonal communication.

**SUPERVISORY CONTROLS**

The Public Chief 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 City and department standard operating procedures and policies, City codes and ordinances, the Georgia Soil and Water Conservation Commission Handbook, and federal, state and local laws. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

* The work consists of related code and law enforcement and law enforcement duties. The necessity of responding to potentially dangerous situations contributes to the complexity of the position.
* The purpose of this position is to patrol the City to detect and deter crime and respond to calls for service. Successful performance helps ensure the enforcement of local, state and federal laws and public safety.

**CONTACTS**

* Contacts are typically with co-workers, other City and State agencies, employees, and EMS services, elected and appointed officials, homeowners, local business owners, realtors, and members of the general public.
* Contacts are typically to provide services; to give or exchange information; to resolve problems; or to motivate or influence persons.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

* The work is typically performed while sitting at a desk or table and intermittently standing, walking, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes sense of smell.
* The work is typically performed in an office, library, or computer room. The employee is exposed to contagious or infectious diseases, irritating chemicals, the outdoors and occasional inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

* Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
* Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
* 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.
* Possession of or ability to readily obtain GCIC/NCIC certification.