

City of Commerce, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Police Officer

Department: Police

Pay Grade: 109

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS

- Apprehends, searches, arrests, transports, and processes offenders, including fugitives; summons witnesses; impounds vehicles.
- Assists motorists.
- Assists the department K-9 Officer when needed: searching vehicles, buildings, and commercial property for suspects, illegal narcotics, or other illegal items.
- Attends ongoing training classes as required.
- Completes all required reports and forms, including accident and incident reports.
- Completes detailed case reports and required paperwork.
- 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.
- Inspects and maintains an assigned patrol car, uniform, and equipment.
- Is assigned to special units or details, including child abuse, juvenile, and sex crime investigations.
- Maintains the integrity, professionalism, philosophies, attitudes, and values of the Police Department by assuring that all rules and regulations are followed.
- Maintains vehicle and equipment according to Department standards.
- Patrols the city in a vehicle or on foot to detect, deter or respond to criminal activity and traffic violations; issues citations.
- Presents education and information through community, schools and church groups; counsels citizens on law enforcement activities, programs and referral resources.
- Provides assistance and backup support to other officers and emergency service providers as necessary, can administer CPR and first aid as necessary to citizens and offenders.
- Provides traffic direction and escort services as needed for events such as parades, funerals, ball games, and school crossings.
- Represents the City Police at court hearings; prepares reports and testifies in court cases.

- 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.
- Serves criminal warrants; obtains and executes search and arrest warrants.
- Testifies in judicial proceedings.
- Transports prisoners.
- Performs other related duties as assigned.

QUALIFICATIONS

Minimum Education and Experience:

High School diploma or equivalent.

Required Licenses or Certifications:

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.

Additional Requirements:

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

Knowledge, Skills and Abilities:

- 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.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

PHYSICAL DEMANDS

Must have 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. Must 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. Must have 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. Must have 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. Must have 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. 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

Work 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.

The City of Commerce has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The City of Commerce is accepting applications for the position of Police Officer.

The City of Commerce is a community of over 6,000 located near the foothills of the North Georgia Mountains, 90 minutes north of Atlanta along I-85. Our Police Department consists of 21 sworn officer positions. We are seeking a POST Certified Officer to join our department. The starting salary for the position is \$38,443.90/yr. Officers are allowed a take home vehicle if residency is within a 25 mile radius.

Chosen applicants must pass a series of pre-employment tests and interview and successfully complete a comprehensive background investigation.

The Commerce Police Department offers the following benefits at no cost to the employee:

Anthem BCBS HMO Health Insurance

Delta Dental Insurance

Aetna Prescription Coverage

Short-Term Disability

Defined Benefit Plan

In addition, we offer a low-cost Vision plan, Anthem PPO health coverage, and a Defined Contribution Plan.

Application and complete job description are available on the city's website www.commercega.org

Please direct inquiries to tracyw@commercega.org

The City of Commerce is an EOE and drug-free workplace.