

**CITY OF CAMILLA
JOB DESCRIPTION**

JOB TITLE: Police Officer Certified

<p>DEPARTMENT: Police Department SUPERVISOR: Chief of Police PREPARED BY: City of Camilla DATE: August 2017</p>

SUMMARY:

Patrols assigned jurisdiction on foot, in patrol car to control traffic, prevent crime or disturbance of peace, and arrest violators. Work involves personal danger, independent judgment and discretion in difficult or unusual situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following; other duties may be assigned.

Familiarizes self with beat and with persons living in area.

Notes suspicious persons and establishments and reports to superior officer. Reports hazards.

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.

Disperses unruly crowds at public gatherings.

Directs and reroutes traffic around fire or traffic events or other disruptions.

Inspects public establishments requiring licenses to ensure compliance with rules and regulations.

Issues tickets to traffic violators, appears in court, and writes reports.

Writes and files daily activity report with superior officer.

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.

Participates in community relations projects as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be 21 years or older.

EDUCATION AND/OR EXPERIENCE:

High school diploma or GED.

One to three months of related experience and/or training; or equivalent combination of education and experience.

COMMUNICATION AND REASONING ABILITIES:

Ability to read and interpret a variety of documents ranging from correspondence to policies and procedures to technical documents. Ability to deal with a variety of factors and situations and to solve practical and non-routine problems. Ability to provide and write routine reports and correspondence. Ability to provide oral and written instructions to others. Ability to communicate and interact effectively with the general public.

CERTIFICATES, LICENSE, REGISTRATIONS:

A valid Georgia Class C driver's license

P.O.S.T. certification as a Georgia Peace Officer.

Must be able to complete required hours of in-service training to maintain P.O.S.T. certification, and any other training as required by the Chief of Police

OTHER SKILLS AND ABILITIES:

Ability to understand and have knowledge of the rules and regulations of department and the laws related to police work. Skill in effectively working of people in emergency and stressful situations. Ability to establish and maintain effective communication patterns. Ability to interpret and apply department policies, procedures, and laws to assigned duties. Ability to effectively engage in emergency response activities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individual with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, and smell.

The employee must occasionally lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIROMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, and explosives. The employee may be exposed to high, precarious places, fumes, or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually loud.