Code:
FLSA: Non-Exempt

CITY OF DAHLONEGA, GEORGIA
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: POLICE OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to enforce state and local laws. Maintains visibility for crime deterrence as well as accessibility. Performs patrol duties and responds to calls for service. Performs a variety of duties and tasks related to the protection of life, property, and the preservation of the constitutional rights of every citizen. Conducts criminal and traffic investigations, conducts field interviews, serves warrants, subpoenas and other court papers, issues summons and makes arrests, watches for criminal, suspicious, or hazardous situations and takes appropriate police action as necessary. Provides assistance and information to the public and assists in the prosecution of offenders. Maintains administrative requirements and provides public information.

Patrol city streets, parks, recreation facilities and other areas of the city to preserve law and order; discover and prevent the commission of crimes and enforce laws and ordinances; check buildings and property for physical security.

Respond to calls and complaints occurring at parks, recreation facilities, or another assigned city property.

Apprehend, arrest, and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal, Probate, or Superior Court judges.

Collect, process, photograph, and present evidence, including fingerprints, fibers, blood, and related physical evidence.

Investigate crimes; gather and preserve evidence; interview victims, complainants, and witnesses; identify and interrogate suspects; testify and present evidence in court.

Enforce laws and ordinances on city property; issue warnings and citations and make arrests for violations occurring in areas of assignment; carry a firearm while preforming work activities.

Direct vehicle and pedestrian traffic at special events and emergencies or congested situations.

Prepare reports on operations and activities.

Promote community policing; speak to merchants regarding potential problems in the area; explains to citizens laws, ordinances, and their rights in resolving disputes; speaks to citizens while on patrol; attends community meetings; and participates in community-based programs.

Conduct investigations of injury and accidents occurring at parks, recreation facilities and other assigned areas.

Apprehend, arrest, and maintain custody of offenders; transport offenders to jail, court, medical facilities, and any other designated locations as required by law.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Participate in investigating incidents and coordinating the law enforcement efforts with local authorities.

Utilize impartial policing strategies, principles, and best practices to promote fairness, eliminates bias, and build community trust.

Serve as a bailiff in Municipal Court. Always ensures the safety and security of the courtroom and trial participants.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two (2) years of experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Age requirement is 21 years of age. Citizen of the United States. Possess a current valid Georgia driver's license. Must have a current active Georgia P.O.S.T. law enforcement certification.

PREFERRED SKILLS/ABILITIES CERTIFICATIONS

Three (3) years or more of work in a sworn law enforcement office capacity. Basic first aid, CPR practices. General knowledge law enforcement procedures, including report writing accident investigation and traffic law enforcement. Radar/LIDAR certification and Standardized Field Sobriety Test (SFST) certified.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and for influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery. Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing

and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, animal/wildlife attacks, animal/human bites, firearms, water hazards, violence, or rude/irate customers.

The City of Dahlonega, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I understand the position description for my job and what is expected of me. I understand that this is what I will be evaluated on. Further, I am able to meet the working conditions and physical requirements as stated for the position that I hold or will hold.

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Employee Signature Date