



City of Alpharetta

JOB DESCRIPTION

Department: Public Safety/Police
Job Code: 455
Revised: 03/07

Grade Level: D
FLSA: Non-Exempt

POLICE OFFICER

Under general direction of a Police Lieutenant or other supervisory/management staff, performs a variety of duties related to the protection of public health, safety, and welfare and the enforcement of applicable federal, state, and local laws; provides traffic enforcement and control; and carries out special assignments in a particular phase of police work.

Overview of Duties, Responsibilities and Position Requirements

*The following duties are typical for this classification. Incumbents **may not perform** all of the listed duties and/or **may be required to perform** additional or different duties from those set forth below to address business needs and changing business practices. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

- Maintains a current knowledge of criminal law, city ordinances and other critical elements of law enforcement and peace keeping.
- Patrols assigned zone to maintain visibility and observe and deter possible criminal activity.
- Responds to all requests for assistance relayed by communications officers.
- Issues tickets to moving and parked traffic violators; impounds abandoned vehicles as warranted.
- Assumes control at traffic accidents, assists victims, and investigates causes of accidents.
- Directs traffic and assists motorists, attends to malfunctioning traffic signals, monitors school crossings, provides escort for funeral processions or other situations.
- Investigates crimes, interviews witnesses, complainants, and victims. Processes crime scenes; collects, analyzes, and preserves evidence for court use. Contacts complainants and/or victims of crimes to inform them of progress of investigations.
- Serves warrants, summonses, subpoenas, civil, and other official papers. Seizes evidence and contraband uncovered in such duties.
- Conducts surveillance of known and suspected criminals. Works undercover to obtain evidence of criminal activity and further investigations. Directs and documents the activities of confidential informants.
- Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests. Transports arrestees to detention centers and oversees booking.
- Serves as a witness in court as required.
- Investigates complaints, accidents, or hazardous conditions which might endanger public safety.
- Investigates and reports fires or other related events, provides backup and security and crowd control for Fire Department/EMS or other officials.
- Prepares various official reports as required; submits reports to superior officer.

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- Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.
- Transports mental patients and detainees to prescribed locations as necessary.
- Answers questions asked by the general public; works with juveniles and adults in related matters; refers public to persons or agencies which can provide further assistance as required.
- Watches for wanted or missing persons and lost children; administers first-aid to the injured in emergencies; reports stray animals to proper authorities.
- Performs other duties as assigned.

Distinguishing Characteristics

Master Police Officer – Criteria

- Completed seven years of continuous service as an Alpharetta Police Officer.
- Completed the Georgia State "POST certified" Intermediate Police Officer certification.
- Completed the Georgia State "POST certified" Advanced Police Officer certification.
- Obtain and have the written recommendation from the Police Officer's immediate supervisor.
- Obtain and have the written recommendation from the Police Officer's Captain.
- Obtain approval from the Director of Public Safety for the Police Officer to advance to Master Police Officer.
- Obtain approval from the City Administrator for the Police Officer to advance to Master Police Officer.

Required Knowledge, Skills and Abilities

Knowledge of:

- Operations and standard operating procedures of a Police Department.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Principles and practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- English usage, spelling, grammar, and punctuation.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Techniques and applications of self defense and proper use of force.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Investigative techniques, procedures, and sources of information.
- Principles and applications of public relations.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.

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Ability to:

- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain law enforcement policies and procedures.
- Perform a wide range of law enforcement assignments. Function with a significant degree of independence.
- Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
- Act quickly and calmly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars. Judge situations/people accurately.
- Think clearly and act quickly in a variety of situations. Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence. Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Meet standards for physical endurance, agility, health, and vision.
- Work flexible hours, including nights, weekends, holidays, and varied shifts.
- Understand and carry out oral and written directions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Any combination of education and experience sufficient to successfully perform the essential functions of the job qualifies.

- High school diploma or GED equivalency.
- At least 21 years of age.
- Graduation from a P.O.S.T. Certified Georgia Police Academy. Additional certifications may be required for specialized assignments.
- In-service training with the Field Training Officer.
- Must maintain required level of proficiency and certification in the use of firearms and evasive action/driving skills.
- Must complete minimum of 20 hours of required in-service training annually to maintain P.O.S.T. certification.
- Must be a United States citizen.
- Possession of a valid Georgia Class C driver's license and a satisfactory driving record are conditions of initial and continued employment.

Physical Demands

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Physical: Continuous transporting up to 30 lbs.; working outdoors. Frequent reaching at shoulder height; upward and downward flexion of neck; side-to-side turning of neck; lifting up to 10 lbs. below and at waist level; strong or power grasp of evidence, property, suspects; tight grasp, wrist and arm movement to manipulate baton; fine manipulation of paperwork; operate office equipment including use of computer keyboard; light grasp and finger control of radio and telephone; moderate grasp, reach and manipulation of steering wheel. Occasional walking, standing, sitting, bending and stooping, squatting, crawling, climbing, reaching above shoulder height, kneeling, pushing/pulling, twisting at waist; lifting of items weighing from 11 to over 100 lbs. below and at waist level, either with or without assistance; transporting items weighing 26-50 lbs. for distances up to 50 yards without assistance; transporting items weighing from 51 to over 100 lbs. for 30-50 yards with or without assistance; reach, grasp, finger strength and manipulation to operate and use specialized law enforcement tools and equipment including firearms and handcuffs; and to verbally communicate to exchange information. Infrequent balancing above ground; lifting of items weighing from 11 to over 100 lbs. from chest to above shoulder level, either with or without assistance.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.