

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	P602
FLSA:	N
WC:	7720
PG:	N/A
EEO:	4

CLASSIFICATION TITLE: POLICE OFFICER RECRUIT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to learn and perform routine law enforcement duties, including protecting lives, property and rights of the public; to enforce statutory law and municipal ordinances, respond to emergency/non-emergency situations, and investigate criminal activity as assigned. The position works under direct supervision according to set procedures.

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.

Learns and performs general law enforcement activities under direct supervision.

Participates in in-service and academy training classes and activities as required.

Patrols designated areas via motor vehicle, bicycle, all-terrain vehicle, or on foot to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions; responds to active alarms at residences, businesses, and industries; checks suspicious vehicles, persons, or situations; investigates and reports public safety issues such as roadway hazards, malfunctioning traffic signals, damaged street signs, or other problems; investigates and reports non-criminal offenses such as non-criminal damage to property for civil reporting purposes; maintains high visibility in the community.

Investigates accidents and makes recommendations; investigates traffic hazards; coordinates removal of debris or other hazards from roadways.

Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, funerals, businesses, sporting events, dignitary visits, special events, or other situations as appropriate.

Transports arrestees, mental patients, members of the general public, or other individuals as required.

Requests status reports for driver's license, driver's histories, criminal histories, or other information from state/national (GCIC/NCIC) criminal information computer database.

Participates in court activities; responds to court subpoenas; assists in preparing case files and evidence for court presentation; testifies and presents evidence during court.

Provides assistance or backup support to other officers, emergency medical providers, fire department personnel, state/federal law enforcement agencies, other law enforcement agencies, or other public service agencies; provides emergency response on a twenty-four hour basis as needed.

Processes various paperwork pertaining to course of duty; reviews reports and documentation completed/submitted by assigned personnel; coordinates delivery of inter-organizational mail to other City departments; serves arrest warrants, search warrants, subpoenas, or other documentation.

Performs public service duties; provides general assistance to the public, such as providing directions, changing fire alarm batteries, inspecting properties, assisting stranded motorists, or completing VIN/tag inspections; provides general information pertaining to safety, juvenile problems, civil/criminal matters, legal assistance, ordinances, or other issues; assists visitors with filing police reports or obtaining copies of reports.

Learns to operate a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, wave runner, all terrain vehicle, firearms, chemical weapons, emergency equipment, radar/laser equipment, mobile radar trailer, alcohol testing equipment, drug testing kits, processing kits, noise meter, handcuffs, restraining devices, baton, flashlight, fire extinguisher, measuring devices, photographic equipment, tape recorder, radio/communications equipment, Kevlar vest, gas mask, helmet, safety equipment, firearms training systems, telephone, hand tools, or general office equipment.

Inspects/maintains assigned police vehicle, all terrain vehicle, uniform, weapons, or other equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, gang awareness, safety, and related issues; conducts departmental tours.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.

Develops a comprehensive, current knowledge of applicable policies, procedures, codes, laws, regulations, court cases, and relevant case law.

Communicates with supervisor, co-workers, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, project status reports, policies, procedures, spreadsheets, charts, graphs, presentations, or other documents.

Receives various forms, reports, correspondence, time sheets, work request status reports, work requests, project reports, web content, policies, procedures, diagrams, engineering drawings, programming manuals, technical support documentation, users' guides, on-line help resources, manuals, reference materials, trade publications, catalogs, directories, Internet resources, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires a high school diploma or GED equivalent. Must possess and maintain a valid Georgia driver's license, passes a medical/drug screen and passes an eye exam with a visual acuity of not greater than 20/100 uncorrected and 20/20 corrected. Must complete a physical fitness assessment. Positions will be determined upon successful completion of selection process determined by the Chief of Police or his or her designee.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires knowledge of applicable City, County and State laws, ordinances and regulations and of Department policies and procedures; working knowledge of the practices, procedures techniques and equipment used in law enforcement; working knowledge of department programs, services, City locations and facilities. Must be able to learn, interpret and enforce codes and ordinances with tact, firmness, and impartiality; learn and perform general law enforcement duties; handle stressful or hostile situations with good judgment, tact and courtesy; and qualify semi-annually with firearms.

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 speaking or signaling to people to convey or exchange information of a general nature.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

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. May include counting, recording of counts, and basic measuring.

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 regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds) and occasionally heavier items (50 pounds or over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, 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, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, animals/wildlife, disease, or rude/irate customers.

The City of Roswell 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.