



CITY OF HARLEM JOB DESCRIPTION

POLICE OFFICER I

JOB TITLE: Police Officer I
DEPARTMENT: Police
SUPERVISOR: Police Officer III
PAY GRADE: 14
CATEGORY: Hourly, 86 Hours/2 Weeks, Non-Exempt

JOB SUMMARY: This position is responsible for the enforcement of federal, state and local laws and the protection of life and property. Work normally consists of routine patrol and traffic regulation which may be performed in a car, on foot, on bicycle, or in a motorized cart. Work may involve a substantial element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Work is performed under the authority of the Police Chief and the supervision of the Police Officer IV and Police Officer III. This entry-level classification is generally associated with the rank of Private.

MAJOR DUTIES:

- Patrols an assigned zone to detect and deter criminal activity and traffic violations.
- Apprehends, arrests, and processes suspects and offenders, including fugitives.
- Summons witnesses.
- Provides a variety of assistance to the general public, including assisting motorists.
- Provides backup support to other officers as necessary.
- Provides first aid and CPR to victims as necessary.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses; gathering information and evidence; and securing crime scenes.
- Provides traffic direction as needed for events such as parades, funerals, recreational activities, and school crossings.
- Responds to citizen complaints or requests.
- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Confers with citizens to determine/confirm exact nature of complaint.

- Testifies in judicial proceedings as necessary.
- Transports inmates.
- Completes all reports and forms required by federal, state and local laws, regulations and policies, including accident and incident reports.
- Inspects and maintains an assigned patrol car and uniform.
- Prepares and serves criminal warrants.
- May be assigned as a Resource Officer for the school system.
- Attends ongoing training classes as required.
- Performs other duties as assigned.

OTHER DUTIES:

- Continually seeks and explores new ideas for improving his/her job functions and responsibilities; communicates ideas to appropriate individuals for review and consideration.
- Uses variety of office equipment including computers, telephones, and copiers.
- Assists with various City-sponsored events.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances, and departmental policies and procedures.
- Knowledge of traffic investigation techniques and procedures.
- Knowledge of – or ability to become familiar with – the geography and streets of the city.
- Knowledge of first-aid and CPR techniques.
- Knowledge of the court system and judicial procedures.
- Knowledge of law enforcement methods, procedures, and techniques and the ability to apply such knowledge to specific situations.
- Knowledge of the methods and techniques of obtaining and preserving evidence and procedures of proper investigative processes.

- Knowledge of the procedures used in emergency communications.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in restraining persons to minimize causing physical harm.
- Skill in oral and written communication.
- Skill in interpersonal communications
- Skill in interview and interrogation techniques
- Ability to deal courteously and fairly with the public.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action, giving due regard to the surrounding hazards and circumstances of each situation.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to write clear and comprehensive reports.
- Ability to make effective oral presentations in court and other venues.
- Ability to obtain information through interviews, interrogations, and observation.
- Ability to react quickly and calmly under emergency conditions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to communicate in the English Language.
- Ability to represent the City in a professional, objective manner.
- Ability to deal tactfully with citizens, even under adverse circumstances.
- Ability to establish priorities, deal successfully with multiple priorities, and meet deadlines effectively and efficiently.
- Ability to perform work requiring good physical condition.

SUPERVISORY CONTROLS: Superiors – including the Police Chief, Police Officer III and Police Officer IV – assign work in terms of specific assignments, goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include city and department policies and procedures, federal employment guidelines, federal and state laws and regulations, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of standard police activities such as patrolling streets and investigating criminal activity. The broad range of decision-making activities required contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide police services to citizens, deter criminal activity, and perform a variety of standard police activities. Successful performance contributes to the safety of City residents, enhances the quality of life for area citizens, and affects the public image of the city.

PERSONAL CONTACTS: Contacts are typically with the Police Chief, Assistant Police Chief, department personnel, support services personnel, other city employees, judges, attorneys, citizens, suspects, representatives of other government agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, make presentations, motivate and direct employees, settle matters, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching or stooping. This position must occasionally lift and/or move up to twenty pounds. Primary functions also require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather and life-threatening situations. The work requires the use of protective clothing and devices. This position is regularly exposed to reactive emergency, natural or man-made disasters and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, and other loud noises.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None. This position has no direct or indirect reports.

MINIMUM QUALIFICATIONS:

- POST certification and the ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

- Knowledge and level of competency commonly associated with the completion of a high school education or its equivalent.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the position, usually interpreted to require zero to four years of related experience.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated and a satisfactory motor vehicle record.
- A criminal history report that contains no felony convictions or other disqualifying events.
- Knowledge of applicable laws, and the ability to learn City ordinances and departmental rules and regulations.
- Excellent communication skills; a positive attitude; a strong work ethic; a commitment to providing exceptional service to internal and external customers; and a commitment to work in the spirit of cooperation and collaboration
- Must be able to work nontraditional hours; must be able to respond to on-call emergencies at any time.

PREFERRED QUALIFICATIONS

- Associate's Degree in Criminal Justice or a related field
- Two to five years of previous experience in a similar role

ADMINISTRATIVE: This position is not exempt from the provisions of the Fair Labor Standards Act.

The City of Harlem is an EO/AA/ADA Employer

Harlem is committed to complying fully with the Americans with Disabilities Act and to ensure equal opportunity for all qualified persons with disabilities.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this position.

I have read and understand this job description including the minimum qualifications, duties, and responsibilities associated with this position.

Print Name

Signature

Date