**Job Title: Police/Patrol Officer**

**FLSA Status: Non-Exempt**

**Department: Police**

**Grade: H18 (after completion of FT)**

**Reports To: Sergeant**

**Job Summary:** The Patrol Officer is responsible for enforcement of local and state laws and ordinances. Work is performed under the general direction of the Lieutenant, who is the Commander of the Patrol Division.

**FLSA Status:** Exempt

**Schedule:** This position is covered under the Garcia Rule (FLSA) and works an 86 hour shift in a 2 week pay period as scheduled by the Patrol Commander.

**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.**

**Major Duties:**

* Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other City employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive.
* Assigned for police coverage at special events.
* Testify in municipal, circuit and federal courts as required.
* Follow the Department and City Policy and Procedures
* Handle various projects assigned by the Chief of Police, Captain, or Lieutenant.
* Perform other duties as assigned.

**Additional Duties:**

* Performs other related duties as required.

**Minimum Qualifications:**

* High School Diploma or GED
* P.O.S.T. Certification
* Successful completion of a basic course in law enforcement at an accredited college, university or state recognized law enforcement academy.
* Valid Georgia Driver's License.
* Must possess or have ability to obtain certification to operate GCIC (Georgia Crime Information Center) and the NCIC (National Crime Information Center).
* Effectively communicate with others orally and in writing.
* Must be proficient in the use of a computer and other related software programs. Must be able to effectively operate standard office equipment.
* Ability to effectively operate specialized law enforcement equipment, firearms and vehicles.
* While performing the functions of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop or crouch. The employee may occasionally have to kneel or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.
* The incumbent must be able to perform the following: physical and mental stamina to fire weapons; react and move rapidly from sedentary to active condition in response to environmental situations; assume a variety of bodily positions and postures necessary to employ "cover and concealment" during a deadly force encounter; respond to a physical attack and possess the ability to escape attacker, subdue attacker and/or summon aid. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.
* The work of a Patrol Officer involves an element of personal danger. Police Officers must be able to exercise sound, independent judgment under stress. Assignments may include work on special tasks which call upon specialized abilities and knowledge.
* Work assignments can be general or specific and special instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

**Supervisory Controls:** Work is performed under the general supervision of the Patrol Commander

**Guidelines**:Guidelines include City and departmental policies and procedures, City codes and ordinances, policies and procedures regarding safe operation of vehicles and equipment, Federal and State guidelines and regulations, environmental rules and regulations.

**Physical Demands:** This position requires primary functions, requires sufficient physical ability to work in a law enforcement setting; 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; and to verbally communicate to exchange information. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

**Work Environment:** The work is typically performed in the field.