

JOB ANNOUNCEMENT
POLICE OFFICER
POSTED December 5, 2019 CLOSSES Until Filled
Full-Time Non-Exempt
City of Social Circle Police Department

Job Title: Police Officer

Job Summary: This position is responsible for performing a full range of law enforcement duties in the patrol, community-oriented policing, crime prevention, investigation, transportation.

Pay Grade:

FLSA: Non-exempt

Major Duties:

- Maintains law and order and protects life and property to include: Patrols assigned geographic area; receives and responds to dispatch calls; investigates and takes appropriate action on assigned calls; conducts security checks of businesses, parks, public building, industrial areas and residences; maintains traffic control through observation and the use of speed detection devices; detains and tests drivers suspected of driving under the influence; issues citations and/or makes arrests for violations of laws and ordinances; prepares incident reports; attends and testifies in court on cases investigated or reports written; responds to natural and man-made disasters; transports prisoners; locates defendants and serves criminal warrants; assists with crowd control and security assignments at various public gatherings or incident scenes; reports hazardous conditions on public roadways and bridges; conducts surveillance; provides assistance to the public as needed; provides information and guidance regarding victim's rights; works with code enforcement; conducts and prepares investigations of vehicle accidents; assesses victims rendering aid to the injured prior to EMS arrival; requests assistance of other agencies including emergency and tow services; directs traffic at scene; prepares accident reports; processes arrested persons following established procedures; renders aid to other law enforcement personnel; attends/participates in daily roll call including inspection and training prior to going on duty; participates in training programs to improve knowledge and skills; performs specialized short or long term assignments including administrative, technical and investigative duties as required; may serve as field training officer; works with public, civic organizations, etc. in conducting community activities.

Knowledge Required by the Position:

- Knowledge of law enforcement concepts and terminology, criminal investigation, law enforcement and crime prevention; first-aid principles and techniques; report preparation and record keeping; and human behavior theories related to criminology, crisis intervention and crowd control.
- Knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspects and prisoner's rights, and custody and protection of evidence; operational principles and practices of criminal investigation, law enforcement and crime prevention; court and trial procedures.
- Knowledge of the use and effects of law enforcement weapons; methods of self-defense and

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physical restraint.

- Knowledge of the Social Circle Police Department organization, policies and procedures; geographic layout of the City of Social Circle; vocabulary of technical/specialized fields of law enforcement such as identification, detention and pathology.
- Successfully completing the Certified Peace Officers' Standards and Training (P.O.S.T.) Basic Course and the Social Circle Police Department's Field Training Program.
- Skill in learning, interpreting, applying and explaining complex laws and regulations; reading and interpreting documents such as maps, diagrams and textbooks.
- Skill in performing accurate mathematical calculations; comprehending and retaining factual information and applying what is learned.
- Skill in observing and remembering details of events, names, faces, numbers and physical descriptions; preparing and maintaining clear, accurate and concise reports and files.
- Skill in communicating effectively in both verbal and written form; exercising tact, self-restraint, judgment and strategy in dealing with people of all races, ethnicities and socio-economic groups and who may have emotional or physical difficulties.
- Skill in exercising sound independent judgment in emergency or stressful situations; correctly interpreting a given situation and taking appropriate action under a variety of conditions.
- Ability to react quickly and calmly in emergencies.
- Ability to understand and carry out oral and written instructions.
- Ability to gather, assemble, analyze and evaluate facts and evidence and to draw sound conclusions; working ability to obtain valid information by interview and interrogation.
- Ability to work rotating shifts, varying hours and be on call.

Supervisory Controls: The division supervisors assign work in terms of specific tasks and duties. The patrol officer's work is reviewed through reports and observation of activities.

Guidelines: Guidelines include federal, state and county ordinances and regulations and Social Circle Police Department policies and procedures governing law enforcement action, including court procedures. These guidelines require sound judgment and interpretation in application.

Complexity: The work involves performing various duties in protecting life and property and enhancing public safety in the City of Social Circle. The incumbent is required to perform varied duties including physical observation, simultaneous operation of vehicle and computer, processing reports and interpersonal communication – often in adverse situations. Diversity of population served, rapid growth in population and rotating shifts add to the complexity.

Scope and Effect: The purpose of this position is to protect the public and ensure a safe environment within the city limits of Social Circle. Successful implementation of the work results in a safer atmosphere and a decrease in citizen victimization.

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Personal Contacts: Contacts are typically with other law enforcement officers, emergency personnel, citizens, victims, witnesses, defendants, judges, attorneys and other county employees.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, and provide services and protection.

Physical Demands: Visual acuity in both eyes, normal color vision; hear in-person, radio and telephone conversations; recognize differences or changes in sound patterns, loudness or pitch; speak audibly and clearly; identify and distinguish smells of different materials; sit or stand for prolonged periods; walk, run, kneel, stoop, crawl and crouch; make precise and coordinated finger, hand and limb movements; maintain uniform, operate a motor vehicle under emergency response situations; shot a qualifying score with a hand gun; controlled hand-arm posture or movement; lift and carry boxes of evidence; use force to restrain/subdue others; work efficiently for long periods of time.

Work Environment: Work is performed in a variety of field and office settings, including a secured detention facility and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm; mentally and physically capable of taking the life of another, if justified; willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays; work at any location in the City of Social Circle and travel on specific assignments; and comply with the Social Circle Police Department's grooming standards and wear a uniform.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

- High school diploma or GED.
- Must be 21 years of age
- Must have a valid Georgia Drivers License
- Must be a Certified Peace Officer under regulations of Georgia Peace Officer Standards and Training Council (P.O.S.T.).
- Valid Georgia Driver's License.

Preferred Qualifications:

- 20 semester hours of college at a nationally accredited institution

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Position Content: *This position classification is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.*

Salary/ Benefits: Salary Range begins at \$19.23 an hour \$41,992.82 annually based on qualifications and experience.

FULL-TIME ONLY

- Retirement – Georgia Municipal Employees’ Benefit System defined benefit plan
- Position covered by Social Security
- 457 plan available
- Health Plan – City paid for employee through Humana
- Dental Plan – City paid for employee through Ameritas Dental
- Life Insurance – City paid for employee through Greater Georgia Life
- Vacation and Sick Leave Accrual
- 10 paid holidays annually
- Training bonus of \$500 per year
- Take home car up to 30 miles
- Additional benefits available through payroll deduction

How to Apply:

Submit a complete application to:

City of Social Circle ATTN TERESA DUVAL
P. O. Box 310 (USPS)
166 North Cherokee Rd (UPS, Fed Ex, In Person)
Social Circle, Georgia 30025

City Hall 770-464-2380
Police Department 770-464-2366

End Date: Until filled