
JOB TITLE:	POLICE PATROL OFFICER
DEPARTMENT:	POLICE DEPARTMENT
REPORTS TO:	SHIFT SERGEANT
POSITION NUMBER:	P32000-11, P32000-12, P32000-13, P32000-14, P32000-15, P32000-16, P32000-17
STATUS:	NON-EXEMPT

POSITION SUMMARY

Under close supervision of Sergeant and/or Corporal, provides protection of life and property within the municipal boundaries of the City of Auburn.

MAJOR DUTIES AND RESPONSIBILITIES

- ***Preserves the peace by:*** responding to calls for assistance involving altercations between people, including but not limited to domestic disturbances, fighting and neighborhood disputes; performing crowd and traffic control; enforcing state and city ordinances relating to keeping the peace; providing motorized, foot and bicycle patrol to residential and business areas to maintain community relations;
- ***Protects life by:*** responding to calls for service and emergency assistance; rendering aid to the physically injured, handicapped and others requiring assistance, including but not limited to victims of accidents, criminal incidents, natural disasters or other incidents; investigating safety hazards and taking action to correct potential problem areas, including road hazards, defects and environmental hazards;
- Investigates violation of state laws and city ordinances and arrests violators using that degree of force necessary in accordance with state law and department policy;
- Operates police vehicles with due regard at all times while on routine and emergency situations;
- Enforces traffic laws to curtail violations;
- Maintains physical condition necessary to perform official duties and day-to-day operations, and to operate job related equipment, including lethal and non-lethal weapons, radios, handcuffs, fire extinguisher, first aid kit, crime scene kit, photography equipment, and any other equipment as needed.

(Police Patrol Officer - continued)

ADDITIONAL TASKS

- Secures crime scenes to identify and collect (in the absence of an investigator) any physical evidence present, and obtains descriptions of suspects and vehicles involved in crimes or criminal activity;
- Participates in job-related training and courses to maintain skills, knowledge and abilities necessary to perform duties;
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Record facts to prepare reports that document incidents and activities.
- Review facts to incidents to determine if criminal act or statute violations were involved.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Testify in court to present evidence or act as a witness in traffic and criminal cases.
- Evaluate complaint and emergency-request information to determine response requirements.
- Patrol specific areas on foot, bicycle, or motorized conveyance, responding promptly to calls for assistance.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.

(Police Patrol Officer - continued)

- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Relay complaint and emergency-request information to appropriate agency dispatchers
- Issue citations or warnings to violators of motor vehicle ordinances
- Direct traffic flow and reroute traffic in case of emergencies
- Inform citizens of community services and recommend options to facilitate longer-term problem resolution
- Provide road information to assist motorists.
- Process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during booking and pretrial process
- Inspect public establishments to ensure compliance with rules and regulations
- Inspect and record all equipment assigned by the department for proper working order
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Good judgment and general intelligence; good powers of observation and memory; proficiency in the use of firearms; demonstrated proficiency to safely operate a vehicle on the road in emergency situations at high speed and under normal conditions; ability to understand and carry out verbal and written instructions; good knowledge of first aid methods; ability to communicate effectively in writing and verbally; ability to operate a desktop or mobile data terminal or other related equipment during the course of work; Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation. Ability to serve the public and fellow employees with honesty and integrity in full accord of all city ethics and conflicts of interest policies

MINIMUM QUALIFICATIONS

21 years of age or older and U.S. Citizen who is physically and mentally able to perform the essential job functions of the position

(Police Patrol Officer - continued)

Current Georgia P.O.S.T. certified Peace Officers, with valid Georgia Driver's License and a good driving record

Possess a high school diploma or its recognized equivalent, a college degree is preferred

No prior convictions by any State or by the Federal Government of any crime the punishment for which could have been imprisonment in the Federal or State Prison institution; nor have been convicted of sufficient misdemeanors or an act of domestic violence

Must be public service oriented, willing to be assigned shift work, and of good moral character

Successfully pass a personal interview, extensive background investigation that includes psychological, polygraph, drug and alcohol screening

Georgia Work Ready Certified within 30 days of hire

The City of Auburn is an Equal Opportunity Employer, Drug Free Workplace, and Georgia Certified Work Ready City.