



# City of Americus, GA

Title: Police Officer

Class Code: 2107

## JOB DESCRIPTION

### General Description:

The purpose of this class within the organization is to protect and serve, protect life and property, and enforce federal, state, and local laws.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Respond to calls for service for a variety of crimes including domestic disputes, robberies, assaults, burglaries, traffic accidents, lost or missing persons, public service duties, stranded motorists and others.
- Reviews investigative information; writes/files case reports and supplements, accident reports, and incident reports describing actions taken and results obtained.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Responds to crime scenes; conducts initial investigations; identifies and interviews persons involved and witnesses and gathers evidence to identify and apprehend offenders and solve criminal cases; conducts follow-up investigations as needed.
- Patrols assigned zone to detect and deter criminal activity and traffic violations.
- Meets with judges to file warrant applications including search warrants and arrest warrants; meets with prosecutors to prepare testimony; testifies in court proceedings.
- Prepares written report detailing progress in the training program; reviews and analyze pre-determined scenarios and discusses with training officer.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires High School graduation or GED; Requires some experience as a law enforcement officer or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office machines or tools within moderate tolerances or limits of accuracy.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

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### Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to violence.

### Special Certifications and Licenses:

Requires POST certification.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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