

City of Cumming
Cumming Police Department

POLICE OFFICER

GENERAL JOB DESCRIPTION

This is an entry level position into the field of law enforcement. The Police Officer will serve in the Patrol Division of the Cumming Police Department in a uniformed capacity. Under general supervision and well defined policies and procedures, the police officer patrols the City of Cumming and responds to calls for service. He or she will also be expected to demonstrated initiative in order to detect and apprehend violators of the laws of the State and City Ordinances in order to protect the life, liberty and property of all residents and visitors to the City.

Incumbent performs increasingly responsible tasks as further training is received and performance is satisfactorily evaluated. Supervision may become more general and indirect. Work is performed under the supervision of the shift supervisor. This individual must exercise considerable judgment in interpreting the laws, ordinances and procedures while simultaneously demonstrating the ability to achieve a balance between law enforcement and public relations for the sake of the City and its Citizens.

The position of Police Officer is directly subordinate to the position of Police Sergeant in the department. However, this position may be held accountable to any superior officer of the department in the chain of command (including a designated Officer in Charge on a shift).

AUTHORITY AND RESPONSIBILITY

The police officer has the responsibility for the protection of life and property, the prevention of crime through investigation and enforcement of state, local and federal laws as well as the apprehension of anyone who violates these laws.

Evaluation is based on performance of assigned duties. An employee in this classification does not bear supervisory responsibility over other employees.

EXAMPLE OF PATROL DUTIES

- Participate in formal training programs and receives continuing on-the-job training in law enforcement techniques and procedures, Departmental organization, rules, policies and related laws.
- Receive training in the use, care and maintenance of assigned equipment, including vehicles and firearms as well as a variety of specialized equipment.
- Patrol his or her assigned zone, assist in enforcing traffic laws and regulations, respond to radio dispatches,
- Evaluate emergency situations and act on that evaluation based on training, policy and law,
- Interview witnesses,
- Preserve crime and accident scenes and evidence for investigating officers,
- Assist in conducting investigations,
- Participate in legal searches and surveillance activities, make arrests, serve warrants, subpoenas and other court orders,
- Give testimony in court,
- Direct traffic, investigate traffic accidents and aid injured persons,
- Escort and book prisoners and secure property related to crime or prisoners,
- Write reports concerning law enforcement activities, assist the general public, provide information and give directions and investigate all complaints that come to his or her attention.

- Take suitable action based on investigations and observations and inform interested parties of the laws relative to the particular complaint or incident, and
- Work to maintain morale, loyalty, and esprit de corps, assist their superiors and other officers in their duties as necessary and perform any other duties and special activities when called upon by superiors.

This is a representative sample--not to imply a complete listing of responsibilities and tasks.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

The successful officer will demonstrate knowledge of the geography and population patterns of the City. Additional desired skills and knowledge include:

- The ability to learn, understand, interpret and follow federal, state and local laws, court decisions and departmental rules and regulations,
- The ability to understand written and oral communication, take corrective criticism and prepare accurate and informative reports, and
- A willingness to learn to use firearms, motor vehicles, and other specialized equipment safely and accurately.
- Exemplary attendance is required.
- ***Must be able to properly operate and wear all safety equipment provided by the City of Cumming, including a bulletproof vest.***

NECESSARY SPECIAL REQUIREMENTS AFTER PROMOTION

The Police Officer must not only meet the minimum POST standard of 20 hours training per year, but should strive to exceed that so as to fully develop his or her professional skills. The primary course of study for a Police Officer should include at least five of the following classes (the first five are required for Intermediate Certification through Georgia POST):

- Health and Wellness (for Intermediate Certification)

- Criminal Procedures (for Intermediate Certification)
- Interpersonal Relations/Crisis Intervention (for Intermediate Certification)
- First Responder (for Intermediate Certification)
- Officer Survival (for Intermediate Certification)
- Intoxalyzer
- Standardized Field Sobriety, and
- RADAR certification.

PROMOTIONAL/HIRING REQUIREMENTS

Upon appointment to this position, this employee is considered a probationary employee for the City of Cumming for a period of six months.

An officer in this position may be hired as an already Georgia POST Certified officer, and as such, must meet the minimum hiring requirements, including:

- Having attained a high school diploma or GED,
- Be Georgia POST Certified as a Peace Officer and be in good standing,
- Being at least 21 years old at time of appointment, and
- Successfully completing the hiring process which includes a written exam, an oral interview board, a background investigation, polygraph test, medical exam and a drug screen,
- The officer must not have been convicted by any state or by the Federal government of any crime, the punishment for which could have been

imprisonment in a Federal or state prison or institution, nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law,

- Finally, the officer must have sufficient strength, vision, stamina and agility to perform all duties on a regular basis without assistance, and
- This officer must also complete a Field Training Program and will be on a 6-month Probationary period.

The position of Police Officer may also be obtained through promotion of an employee who has successfully completed the requirements of Police Officer Trainee (specifically, successful completion of the Police Academy).

Minimum Physical Requirements

Must be able to exert over 100 pounds of force occasionally, and or up to 20 pounds of force frequently. Physical demand requirements are at levels of those for light to very heavy work depending on need for inmate restraint.

FSLA Status: Non-Exempt

Classification: Semi-Skilled

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.