



## Patrol Officer, School Resource Officer

PD/21

Police Department

### JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

### MAJOR DUTIES

- Patrols the city to detect and deter criminal activity and traffic violations and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity.
- Enforces traffic and parking laws through the issuance of citations and warnings; inspects roadways, bridges, and traffic signal and signs to identify and report hazardous conditions.
- Performs business and residential security checks; checks doors, windows, gates and fences; reports unsecured property.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service requests, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.

- Inspects and maintains assigned patrol car, uniform, and equipment.
- Prepares criminal and search warrants, complaints, and affidavits; serves criminal and court-related paperwork.

### **Patrol Bureau**

- Performs duties as a Traffic Officer as assigned; conducts on-scene investigations of traffic accidents. Sets up radar and monitors mechanical traffic control devices to apprehend violators; issues citations. Writes reports on investigated accidents and traffic incidents.
- Performs the duties of a School Resource Officer as assigned; assists school staff in ensuring the safety of the school; investigates crimes committed on school grounds; contacts parents in regards to truant students; assists in directing traffic at schools; conducts classroom instruction to school age children on drug and alcohol resistance.

### **Support Services Bureau**

- Performs the duties of a Municipal Court Officer as assigned; maintains courtroom security; attends hearings; transports and monitors inmates; transports case files; completes criminal background checks, processes criminal record expungements, and processes GCIC validation files.
- Performs the duties of a CHAMP/DARE Officer as assigned; teaches CHAMP/DARE curriculum to school students; coordinates CHAMP/DARE camps; provides assistance to School Resource Officers as needed.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the town.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.

- Skill in the use of office equipment, including a computer, calculator, and office software applications.
- Skill in oral and written communication.

## GUIDELINES

Guidelines include GUYTON Police Department policies and procedures, VLRCL policies and procedures, the City of GUYTON Personnel Procedures Manual, law enforcement and laboratory accreditation and certification standards, and the Official Code of Georgia – Annotated, federal laws, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

## CONTACTS

- Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, school officials and students, and the general public.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed with the employee intermittently sitting, standing, walking, running, jumping, stooping, bending or crouching. The employee must be able to restrain persons, lift objects of varying weights, possess manual dexterity, and be able to distinguish between shades of color. The employee must be able to use right and left hand simultaneously, use tools requiring manual dexterity, climb stairs/walls, climb through windows, and manually push, pull or lift heavy objects.
- The work is typically performed inside and out-of-doors where the employee may be exposed to cold or inclement weather. The work environment is often noisy and the employee may be exposed to infectious and contagious diseases, and to life threatening situations.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Must be 21 years of age.
- Must have a high school diploma GED.
- Must be a United States Citizen.
- Must be certified as a Peace Officer with Georgia POST.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- No felony convictions according to O.C.G.A. 35-8-8.
- No family violence related convictions according to O.C.G.A. 19-13-1.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.