

**CITY OF ST MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: POLICE OFFICER I
DEPARTMENT: POLICE
REPORTS TO: VARIOUS

CLASS CODE: 41046
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Entry level position responsible for performing general duty work to protect life and property through the enforcement of laws and ordinances; participates in training programs to gain knowledge, skills and abilities to become a certified police officer.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Work on rotating shifts as assigned by the Division Commander; ability to work irregular or unscheduled shifts or assignments as needed.

Maintains law and order and protects lives and property, including: patrolling assigned zone; making security checks; responding to calls; investigating nature of complaints; detecting and apprehending law violators; issuing citations, warnings, etc.; and generating reports and completing forms.

Conducts and prepares investigations of vehicle accidents; renders aid to injured persons; requests other assistance; directs traffic; determines cause and writes citations and reports reflecting same.

Assists in conducting preliminary inquiries, field interviews and follow up investigations; gathers evidence; secures crime scenes; participates in surveillance activities.

Assists other officers or agencies by responding to calls and serving as backup.

Prepares for and testifies in judicial proceedings.

Participates in training programs by attending classes, participating in drills, simulations etc., studying City geography and participating in physical training and conditioning programs.

May serve on special team(s).

Performs maintenance and minor repairs on assigned vehicle and equipment; inspects and tests equipment to assure safety.

Reports administrative and/or operational problems to supervisor.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Firearms	OC Spray	Handcuffs	Two Way Radio
Police Vehicle	Speed Detection Devices	Computer	Flashlight
Audiovisual Equipment	Flares	Fire Extinguisher	Baton
Traffic Barricades	Breathalyzer	Taser	General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

No prior experience or training is required. or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

To be eligible for POST certification, must be 21 years of age and a United States citizen.

Must be able to work variable hours.

Licenses and Certifications:

Able to obtain required NIMS and ICS certifications

Valid Driver's License

Peace Officer Basic Certification (POST) – ability to obtain within first year of employment

Firearms Certification - within first year of employment

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Internal departmental policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

City street system, hospital locations, and physical layout of the City.

First aid and emergency medical care.

Mechanics of arrest/restraint tactics.

Criminal Procedure.

Traffic investigation techniques.

Illegal drug use, recognition and psychological and physical effects of same.

Court system and procedures.

Juvenile court system and procedures.

Record keeping, report preparation, filing methods and records management techniques.

Safe practices and procedures for performing essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Skill in:

Responding quickly to changing situations.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Using specialized equipment including firearms.

Writing reports.

Identifying illegal drugs.

Administering first aid/CPR.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems and stressful situations involving several variables in changing situations.

Ability to follow oral and written instructions.

Ability to write routine reports and correspondence.

Ability to pass physical fitness/efficiency examinations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs, ladders, ramps, scaffolding, etc.; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; use color, texture, sound, shape and odor perception; and push, pull and/or lift over 50 pounds frequently and over 100 pounds occasionally.

Working Conditions:

Work is performed in an office, police vehicle and in the field exposing the employee to various outside atmospheric conditions and possible bodily injury from moving mechanical parts of equipment, tools, or machinery, electrical shock, radiation, explosions, and/or toxic or caustic chemicals. The employee is frequently exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

Working time may require irregular hours, shift times, and/or on-call status.

The incumbent's working conditions are typically very loud.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.