



Police Corporal Police

PD/6

JOB SUMMARY

This position is responsible for participating in the functions of an assigned shift, unit, or division of the Police Department, such as patrol and investigative functions.

MAJOR DUTIES

1. Assists in supervising the functions of an assigned shift, unit, or division of the Police Department, as directed.
2. Responds to calls for service, including criminal, medical, civil, and public safety calls.
3. Patrols business and residential areas to detect and deter crime.
4. Enforces traffic laws; issues citations and makes arrests.
5. Directs traffic in congested areas and at school zones as needed.
6. Escorts parades, funeral processions, etc.
7. Secures crime and vehicle incident scenes.
8. Assists lost and stranded motorists; enters locked cars; provides transportation to citizens in need.
9. Assists in the training of co-workers; maintains work/training schedules as assigned.
10. Completes required reports; assists in reviewing the reports of officers for accuracy and completeness.
11. Gathers, collects, and analyzes evidence.
12. Conducts search and seizure of persons and property.
13. Testifies in judicial proceedings.
14. Executes search and arrest warrants.
15. Monitors vehicle and equipment maintenance; performs vehicle and equipment inspections.
16. Executes arrest warrants; executes search warrants.
17. Serves on assigned teams and work groups.
18. Performs wellness checks for elderly residents.
19. Performs DARE/SRO duties as assigned.
20. Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of law enforcement principles and practices.
2. Knowledge of department and city policies and procedures.
3. Knowledge of federal, state and local laws.
4. Knowledge of peace officer training principles.
5. Knowledge of city geography and roads.
6. Skill in operating computers and various software programs.
7. Skill in operating emergency vehicles in emergency situations and while monitoring the area for suspicious or criminal activities.
8. Skill in the use of radio/communications equipment.
9. Skill in the use of firearms and other weapons and in the use of physical force.
10. Skill in planning, organization and decision making.
11. Skill in making rapid assessments of varying situations and making rapid decisions.

12. Skill in resolving conflicts.
13. Skill in relaying information and instructions accurately.
14. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state, and federal laws and department and city policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied law enforcement duties. The need to respond to emergency, dangerous, and unforeseen circumstances contributes to the complexity of the position.
- The purpose of this position is to perform patrol, investigative, and other law enforcement duties as assigned. Successful performance contributes to the enforcement of laws and to the safety of the general public.

CONTACTS

- Contacts are typically with co-workers; representatives of other departments; representatives of federal, state, and local law enforcement and judicial agencies; court personnel; attorneys; business and civic leaders; suspects, witnesses, and victims; and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is occasionally performed while sitting at a desk or table and typically performed while intermittently standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally lifts heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is occasionally performed in an office but typically outdoors and in cold or inclement weather. The employee may be exposed to contagious or infectious diseases or irritating chemicals. Work requires the use of protective devices such as masks, goggles, or gloves and of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Assists in the supervision of functions of an assigned shift, unit, or division of the police department, as directed.

MINIMUM QUALIFICATIONS

- High school diploma or GED; supplemented by completion of a basic police officer training program; supplemented by two (2) years of previous experience that included law enforcement, patrol work, criminal investigations, or work in the area of assignment.
- 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.
- Must possess or be able to obtain a law enforcement certification in Georgia as issued by the Peace Officers Standards and Training Council.
- Assignment to special functions may require additional specialized training/certification pertaining to the area of assignment.