

REPORTS TO: Police Chief**DEPARTMENT: Police****CLASSIFICATION: Full-time regular****FLSA STATUS: Non-exempt****DATE APPROVED: February 12, 2019 - Replaces all prior revisions****JOB SUMMARY:**

This position is responsible for protection of life and property while performing a full range of law enforcement duties in the patrol, community policing, crime prevention, apprehension of suspects and criminals, transportation functions and the general enforcement of laws and ordinances. The incumbent may be assigned temporarily to a specialty area within the department based on needs.

POSITION CONTEXT:

The position of Police Officer is an entry position who reports to the Police Chief or designee. This position is a full-time position that includes regular and irregular shift work and shift rotations necessary to provide police services 24 hours per day/7 days per week/52 weeks per year. It requires frequent overtime including work on holidays and during odd hours. The position requires the ability to handle sensitive and confidential information and materials in a professional manner. General duties include routine patrol, preliminary investigation, and traffic regulation.

ESSENTIAL FUNCTIONS:***Crime Prevention and Patrol Assignment***

- Enforce laws, maintain order and protect life and property to include.
- Patrol assigned geographic area, receive and respond to dispatched calls. Investigate and take appropriate action on assigned calls. Prepare incident and accident reports.
- Conduct security checks of businesses, parks, public building, industrial areas and residences. Conduct surveillance.
- Issue citations and/or make arrests for violations of laws including state violations and local ordinances.
- Attend and testify in various levels of court, including Superior, State, Juvenile, Administrative and Municipal, on cases investigated or reports written. Locate defendants and serve criminal warrants.
- Respond to natural and man-made disasters.
- Assist with crowd control and security at various public gatherings or incident scenes.
- Report hazardous conditions on public roadways and bridges.
- Provide assistance to the public as needed. Render aid to other law enforcement personnel.
- Provide information and guidance regarding victim's rights. Assess victims, rendering aid to the injured prior to EMS arrival. Request assistance of other agencies including emergency and towing services.
- Process arrested persons following established procedures.
- Attend and participate in daily roll call including inspection and training prior to going on duty. Participate in training programs to improve knowledge and skills.
- Perform a minimum of 20 training hours to include firearms and legal updates. Perform specialized short- or long-term assignments including administrative, technical and investigative duties as required. Duties to include but not limited to court and transporting inmates.

- Works with public, civic organizations, and others in conducting community activities.

Traffic Assignment

- Maintain traffic control through observation and the use of speed detection devices. Conduct road closures. Detain and test drivers suspected of driving under the influence. Direct traffic at scene. Conduct investigations of vehicle accidents prepares accident reports.
- Attend and participate in daily roll call including inspection and training prior to going on duty. Participates in training programs to improve knowledge and skills. Performs specialized short- or long-term assignments including administrative, technical and investigative duties as required.
- Duties comprise of special details including but not limited to assisting the public with various traffic related concerns, surveying intersections for new traffic control devices including but not limited to stop signs and speed signs.
- Works with public, civic organizations, and others in conducting community activities.

Crime Investigation Assignment

- Examine crime scene to obtain clues and evidence. Provides testimony as a witness in court. Analyze completed police reports to determine what additional information and investigative work is needed.
- Prepare charges or responses to charges, or information for court cases according to formalized procedures.
- Note, mark, and photograph location of objects found, such as footprints, tire tracks, bullets and bloodstains, and take measurements of the scene. Obtain facts or statements from complainants, witnesses, and accused persons and record interviews, using recording device.
- Obtain summary of incident from Officer in charge at crime scene, taking care to avoid disturbing evidence.
- Prepare and serve search and arrest warrants. Take deposition from victims; perform interviews and interrogations.
- Preserve, process, and analyze items of evidence obtained from crime scenes and suspects, placing them in proper containers and destroying evidence no longer needed. Record progress of investigation maintain informational files on suspect and submit reports to commanding Officer or magistrate to authorize warrants.
- Perform duties as detective is in charge of any crime scene.

Community Oriented Policing

- Maintain peace and order within controlled school and community settings. Investigates school and community incidents.
- Collect evidence and property. Complete incident and accident reports.
- Serve warrants and testify in court. Gather victim, defendant and witness information and prepare reports.
- Prepare and deliver oral presentations in school and community settings.
- Works with at-risk populations.
- Analyze data on crime trends and citizen complaints and determine appropriate response. Plans and organizes community involvement.
- Participate in problem-solving activities aimed at reducing crime and increasing community safety.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of law enforcement concepts and terminology, including criminal investigation, law enforcement and crime prevention, first-aid principles and techniques, report preparation and record keeping, and human behavior theories related to criminology, crisis intervention and crowd control.
- Knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspects and prisoner's rights, and custody and protection of evidence, operational principles and practices of criminal investigation, law enforcement and crime prevention, court and trial procedures
- Knowledge of the use and effects of law enforcement weapons, methods of self-defense and physical restraint.
- Knowledge of Hampton Police Department, policies and procedures, geographic layout of city, vocabulary of technical/specialized fields of law enforcement such as identification, detention and pathology.
- Incumbent must be skilled in learning, interpreting, applying and explaining complex laws and regulations; reading and interpreting documents such as maps, diagrams and textbooks
- Ability to perform accurate mathematical calculations such as add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to comprehend and retain factual information and applying what is learned.
- Possess skill in observing and remembering details of events, names, faces, numbers and physical descriptions, preparing and maintaining clear, accurate and concise reports and files.
- Ability to communicate effectively in both verbal and written form, using English language, while exercising tact, self-restraint, judgment and strategy in dealing with people of all different backgrounds and who may display emotional or physical distress.
- Ability to exercise sound independent judgment in emergency or stressful situations while correctly interpreting a given situation and taking appropriate action under a variety of conditions.
- Supervisory and Management Responsibility: Officer-In-Charge is the veteran Officer on duty in absence of Sergeant or Chief.
- Ability to perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent; Associate degree preferred
- Valid Georgia driver's license
- Citizen of the United States
- At least 21 years of age
- Meet POST requirements for Peace Officer Certification and/or academy admittance pursuant to GA law
- Successful completion of Police Academy

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls to write reports, fire handguns, and operate equipment; and talk or hear to listen, communicate with people, and gather information for reports.
- The employee is frequently required to stand and sit. Occasionally required to walk and/or run; reach with hands and arms to handcuff subjects and drive a squad car; balance or climb over a fence during a foot pursuit; and stoop, kneel, crouch, or crawl while approaching hazardous locations and utilizing cover for oneself.
- The incumbent must occasionally lift and/or move subjects up to 150 pounds.
- Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be available and present for work as scheduled; the incumbent must be available to work weekends, evenings and holidays as assigned, be available for call-out 24 hours a day, 7 days a week

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Incumbent will perform other duties as assigned by immediate supervisor.