CITY OF FITZGERALD

POLICE DEPARTMENT

115 E. Central Ave
Fitzgerald, GA 31750
229-426-5000

FLSA Status: Non-Exempt
Risk Code: 7720
EEOC Code: 4
Salary Range: $41,000-$46,750
Pay Cycle: 86

JOB DESCRIPTION

POSITION: ***Police Officer***

REPORTS TO*:* Shift Captain

JOB SUMMARY

This is general police work involving the protection of life and property, enforcement of laws and investigation of crime.

An employee in this class is responsible for enforcing all statues, laws, ordinances, and regulations for which the Police Department is responsible, for maintaining law and order, for protecting life and property and for performing police related assignments. Work is performed according to established departmental policies and procedures. Work contains a substantial element of personal risk. An employee must be able to exercise sound judgment independently in emergency situations. Assignment and general instructions are received from a superior officer, who reviews work methods and results through reports, personal inspection, and discussion.

MAJOR DUTIES

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent proceedings.
2. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify the problems that are potentially serious law enforcement or governmental problems.

6. Promote and preserve the peace.
7. Provide other services on an emergency basis.
8. Performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS

1. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
2. Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
4. Respond punctually to all assignments.
5. Attend daily roll call as prescribed.
6. Record activity during the tour of duty in the manner prescribed by proper authority.
7. Maintain weapons and equipment in a functional, presentable condition.
8. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
9. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into custody.
10. Answer questions asked by the general public, counsel juveniles and adults when necessary, and refer them to persons or agencies where they can obtain further assistance.
11. Preserve the peace at public gatherings, neighborhood disputes, and family quarrels.
12. Serve or deliver warrants, summons, subpoena and other official papers promptly and accurately when so directed by a superior officer.
13. Confer with court prosecutors and testify in court.
14. Accomplish other general duties as they are assigned or become necessary.
15. Patrol an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
    a. Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones and other emergency services should be noted.
    b. Apprehending persons in violation of the law or wanted by the police.
    c. Completing detailed reports on all crimes, vehicular accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the other required reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes the required report.
    d. Preserving any crime scene when such crime scene is encountered or when dispatched to the scene as the first responding officer.
    e. Public Assembly checks
    f. Building security checks.

g. Observing and interrogating suspicious persons.
h. Issuing traffic citations.
i. Being alert for and reporting fires.
j. Reporting street light and traffic signals out of order, street hazards, and any conditions that endanger public safety.
k. Checking of schools, parks, and playgrounds.
l. Responding to any public emergency.

16. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
17. Be alert to the development of conditions tending to cause crime or indicative or criminal activity. Take preventive action to correct such conditions and inform superiors as soon as the situation permits.
18. Respond to situations brought to the officers' attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assess persons needing police services.
19. Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the Dispatcher has issued authorization for a temporary absence.
20. Patrol areas, giving particular attention to and frequently rechecking locations where the crime hazard is great. When possible, a Police Officer shall not patrol an area according to any fixed route or schedule but shall alternate frequently and backtrack in order to be at the location least expected.
21. Be alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area.
22. If assigned to operate a motor vehicle:
    a. See that it is well maintained mechanically and that it is kept clean both inside and out.
    b. Inspect the vehicle at the beginning of the tour of duty for any defects of missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.
    c. Remove the keys whenever the patrol car is left unattended for any reason.
    d. Use only vehicles assigned.
    e. Use the call number assigned to contact headquarters.
    f. Operate the radio in line with FCC regulations and current departmental procedures.
    g. Ensure that the assigned vehicle's gas tank is full prior to completion of each tour of duty.
23. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radio.
24. Take measures to direct the flow of traffic in the area during periods of congestion.
25. Notify a superior officer if more than a temporary absence from regular duties is required.
26. Enforce the parking ordinances and motor vehicle laws in the patrol areas.
27. Be alert for traffic safety conditions which may endanger or inconvenience the public safety and report such conditions to proper authorities.
28. Respond immediately when called to investigate traffic accidents.

29. Wear the prescribed traffic safety clothing and equipment.
30. Perform such other duties as assigned by proper authority.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Skilled in the use of firearms.
2. Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
3. Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
4. Ability to learn the geography of the City and its physical and social characteristics.
5. Ability to understand and carry out oral and written instructions.
6. Ability to read, write, and speak effectively.
7. Ability to meet physical requirements and standards.
8. Ability to communicate effectively.
9. Ability to demonstrate interpersonal skills and integrity.
10. Ability to gain knowledge of the laws of Georgia.
11. Ability to operate a small computer.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Environment

This position involves both indoor and outdoor work and may be exposed to a variety of weather conditions. The position requires working on slippery, uneven and potentially unstable surfaces; around moving objects, equipment, and vehicles; and at various heights. The employee may also be required to work in areas with poor lighting and in hazardous, stressful, or potentially dangerous conditions. The position may require rotating shift work, including evenings, nights, weekends, and holidays, depending on operational needs.

Physical Demands

1. Must be able to lift and carry light (up to 45 pounds) to heavy (160 pounds and over).
2. Must be able to endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life-threatening conditions.
3. Must be able to perform overhead reaching, climbing, running, pulling, pushing, crawling, kneeling, bending, and stooping.
4. Must be able to accurately perceive distances and objects in relation to one another.
5. Must be able to sit, stand, and walk for extended periods of time.
6. Must be able to distinguish colors, even in poor lighting.
7. Must have acceptable eyesight and hearing (with or without correction or aids).
8. Must be able to detect and identify odors.

9. Must be able to drive a patrol vehicle, occasionally at high speeds.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license
- Ability to meet current requirements in the Georgia Mandate Law Enforcement Training Act/Peace Officer Standards and Training Council.
- Must P.O.S.T certification by successfully completing Police Academy.

DRUG AND ALCOHOL COMPLIANCE

- In accordance with the City of Fitzgerald's Drug and Alcohol Policy, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol use.
- Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the workplace or abuse alcohol on the job.
- Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Must be 18 years of age.
- Must have a high school diploma or GED.
- Must successfully pass a physical agility test.
- Must successfully pass drug test and background check.
- Must demonstrate interpersonal skills, understand instructions, and formulate reports efficiently and accurately.

Reasonable accommodations will be made for otherwise qualified individuals in accordance with the Americans with Disabilities Act.

COMPENSATION

Compensation is based on rank, qualifications, experience, and the Fitzgerald Police Department's established salary schedule. The current salary schedule for Police Officers is as follows:

- Patrolman- Level I (not certified): **$18.36 /hour | $41,052.96**
- Patrolman- Level II (certified): **$19.38/ hour | $43,333.68**
- Patrolman- Level III (2 years of service): **$20.91/ hour | $46,754.76**

Sign-On Bonus

A sign on bonus of **$2,500** is offered to certified officers. **$1,250** is paid out on the first payroll after the start date with the remaining **$1,250** being paid out

Longevity Pay: Employees are eligible for additional annual longevity compensation based on years of continuous service:

- **2 years** - 2%
- **5 years** -7 %
- **10 years** - 15%
- **20 years** - 25%

Education and Certification Incentives: Employees may be eligible for additional annual compensation for approved educational achievements, certifications, specialized training, and other qualifying credentials, including:

- Associate Degree: $600 annually
- Bachelor's Degree: $1,200 annually
- Master's Degree: $1,800 annually
- FTO Certification: $200 annually
- Honor Guard: $300 annually
- Intermediate Training Certification: $300 annually
- Crime Scene Technician Certification: $300 annually
- Supervisor/Manager Certification: $300 annually
- Accident Reconstruction Certification: $300 annually
- Advanced Training Certification: $500 annually
- Bilingual Certification: $500 annually
- Training Officer Certification: $500 annually
- Cross Trained- $1,200 annually

All supplemental compensation is subject to applicable City policies, eligibility requirements, certification verification, and approval. Salary and incentive amounts are subject to change in accordance with the Fitzgerald Police Department's adopted compensation plan and budget.

EMPLOYEMENT CONTRACT REQUIREMENT

All employees appointed to positions with the Fitzgerald Police Department are required to sign an employment contract as a condition of appointment and continued employment. The employment contract will establish the applicable terms and conditions. Employees are required to review and execute the employment contract prior to beginning employment and are expected to comply with all terms and conditions outlined in the contract, as well as applicable City policies and procedures.

It is also required of the employee to be dependable, prompt, and accountable for his/her work performance.

THE CITY OF FITZGERALD FOCUSES ON TEAM-WORK AND EXPECTS ALL STAFF TO BE TEAM PLAYERS AND REPRESENT THEMSELVES FAVORABLE TO OUR COMMUNITY