



| POSITION DESCRIPTION                              |   |                   |                                   |
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| <b>Title</b>                                      | Police Officer  | <b>Department</b> | Public Safety – Police Department |
| <b>Reports To</b>                                 | Police Corporal, Police Sergeant, Police Lieutenant.  | <b>Status</b>     | Non-Exempt                        |
| <b>Summary</b>                                    | The Police Officer must be knowledgeable of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances, and departmental laws. Knowledge of the geography and streets of the city. Knowledge of the court systems and judicial procedures  |                   |                                   |
| <b>Employee Expectations</b>                      | All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.   |                   |                                   |
| <b>Position Requirements &amp; Qualifications</b> | <ul style="list-style-type: none"> <li>▪ Must be twenty-one (21) years of age or older at time of hire.</li> <li>▪ Possess, or obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.</li> <li>▪ Possess Georgia POST Certification- Basic Law Enforcement</li> <li>▪ No felony convictions or disqualifying criminal history.</li> <li>▪ Ability to meet departmental physical standards.</li> </ul>  |                   |                                   |
| <b>Essential Job Responsibilities</b>             | <ul style="list-style-type: none"> <li>▪ Skill in operating police vehicles, firearms, and emergency equipment</li> <li>▪ Patrol an assigned zone to detect and detect criminal activity and traffic violations.</li> <li>▪ Respond to calls relayed by communications officers, including domestic disputes, assaults, burglaries and traffic accidents.</li> <li>▪ Conduct preliminary investigations into traffic accidents and other incidents, including interviewing victims, complaints and witnesses.</li> <li>▪ Apprehension, arrest, and processes offenders, including fugitives; summons witnesses.</li> <li>▪ Provide backup support and assistance to other officers.</li> <li>▪ Provide traffic direction as needed for events such as parades, funerals, ball games, and school crossings.</li> <li>▪ Transport's inmates.</li> <li>▪ Completing all necessary and required forms, including accident and incident reports.</li> <li>▪ Inspecting and maintaining all assigned equipment.</li> <li>▪ Preparing and serving criminal warrants.</li> <li>▪ Attend ongoing training classes as required.</li> <li>▪ Additional duties as assigned by the Chief of Police.</li> </ul> |                   |                                   |



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| <p><b>Traits &amp; Distinguishing Characteristics</b></p> | <ul style="list-style-type: none"> <li>▪ Maintains exceptionally high standards of integrity and confidentiality.</li> <li>▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions.</li> <li>▪ Works collaboratively with all team members and stakeholders of the City.</li> <li>▪ Seeks and receives feedback graciously and with a dedication to continuous improvement.</li> <li>▪ Demonstrates commitment to quality in every task performed.</li> </ul>  |
| <p><b>Physical Demands</b></p>                            | <p>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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Much of the work of this position is completed while in outside weather conditions, occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. Requires talking, hearing and visual acuity sufficient to perform these major functions.</li> <li>▪ Requires standing, walking, or running; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell.</li> <li>▪ Must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, baton, ticket book, tape recorder and cassette tapes, typewriter, personal computer, etc.</li> <li>▪ Occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.</li> </ul> |