



City of Austell Police Department Job Description

Job Title: Police Officer

Effective Date: 6/25/2022

FLSA Status: NON-EXEMPT

Starting Salary: \$44,450.68 annually

Reports To: Shift Supervisor

Job Summary:

This is general law enforcement work; responsible for protecting life and property and enforcing laws and ordinances. This work involves personal danger, independent judgment, and discretion in difficult or unusual situations. Duties include routine patrol work and responding to emergency calls, citizen complaints, and alarms. Work also involves educating the public on basic safety and crime prevention.

Essential Functions:

- Patrols the City to enforce laws and ordinances and protect life and property; monitors commercial and residential areas for signs of criminal activity, patrols for suspicious persons or vehicles.
- Enforces traffic and parking laws through the issuance of citations and warnings; routinely inspects roadways, bridges, and traffic signals and signs to find and report any hazardous conditions.
- Responds to calls for assistance such as domestic disputes, burglaries, auto accidents, assaults, and other complaints of crimes.
- Enforces Federal, State, and Local laws by performing warrant, felony, or misdemeanor arrests; implements physical confrontation when necessary; protects the civil rights of persons in custody.
- Investigates traffic accidents by establishing point of impact, interviewing witnesses, and collecting, preserving, and packaging evidence; detects drunk drivers and performs sobriety evaluations; books DUI suspects.
- Serves as first responder to provide aid and assistance to victims of traffic and other accidents, assists fire and emergency medical services in treating and transporting victims.
- Prepares and maintains a wide variety of departmental records and reports in compliance with departmental and legal policies and procedures; prepares and files thorough written case reports.
- Gives advice on laws, ordinances, and general information to the public; renders advice on domestic disturbances, assists citizens in need.
- Maintains assigned uniform, vehicle, and equipment in accordance with departmental policy and procedures.
- Coordinates activities and exchanges information with officers in other law enforcement agencies as necessary.

Job Title: Police Officer (continued)

- Presents evidence and testimony in courts of law; assists in prosecuting felony and misdemeanor cases.

Maintains order in crowds and provides security for other public gatherings.

- Assists stranded motorists, directs traffic when necessary; escorts special processions; transports prisoners to jail.
- Participates in departmental training programs.
- Serves and executes criminal and traffic warrants on felony and misdemeanor suspects.
- May serve in a variety of duty assignments including K-9, Community Outreach, Station Duty, bicycle patrol, Special Response Team or investigations.
- Performs other duties as required.

Required Knowledge, Skills, and Abilities

- Knowledge of the criminal justice system at the municipal, state, and federal levels.
- Knowledge of all aspects of police work, including modern crime prevention, investigation techniques, criminal identification, apprehension, detention, rules of evidence, traffic control and safety, and record keeping.
- Knowledge of or the ability to learn the geography of the City and the location of important buildings and areas.
- Knowledge of accident, domestic violence, and gang investigation.
- Skilled in effective, clear and persuasive oral and written communications with individuals and groups.
- Skilled in the use of personal computers.
- Skilled in resolving conflicts and gaining cooperation among competing interest groups.
- Skilled in the use of firearms.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action given due regard to the surrounding hazards and circumstances of each situation.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to establish and maintain effective relationships with subordinate employees, City officials, citizens and community groups.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Ability to operate a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Ability to work routinely under highly stressful conditions including life-threatening situations.

Supervisory Controls: Work is performed under the general supervision of the assigned by higher ranking officer.

Guidelines: Include state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. These guidelines are clear and specific, but require some interpretation in application. Work requires independent judgment and discretion in difficult or unusual situations.

Job Title: Police Officer (continued)

Complexity: Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. Work involves personal danger.

Scope and Effect: The purpose of this position is to protect life and property and enforce federal and state laws and local ordinances. Successful performance contributes to the safety and well-being of citizens and promotes the efficient and effective operation of the department.

Personal Contacts: Contacts are typically with co-workers, members of the court system, attorneys, judges, medical personnel, members of the general public, and law enforcement officers from other agencies.

Purpose of Contacts: Contacts are typically to exchange information, provide services and resolve problems.

Physical Demands: The work is typically performed with the employee intermittently sitting, standing, walking, running, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

Work Environment: The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

Supervisory and Management Responsibility: This position has no supervisory responsibilities.

Minimum Qualifications:

High school diploma or GED; must be 21 years of age; certified officers must have POST (Peace Officer Standards and Training Council) basic mandated certification; possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR); equivalent combination of education and experience.

The City of Austell is an Equal Opportunity Employer. Austell City Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

How to Apply:All applicants must complete a City of Austell employment application and Background check. Applications should be submitted online at <https://austellga.gov>
Please complete an application in its entirety and return to Human Resources.

Human Resources
5000 Austell Powder Springs Rd.Suite 220
Austell, Ga. 30106
(770)944-4303

*Open until Filled

