



## JOB DESCRIPTION

JOB TITLE: Patrol Officer

DEPARTMENT: Police

SUPERVISOR: Sergeant or Corporal

PREPARED BY: Pelham Police Department

DATE: March 01, 2021

## SUMMARY

Patrol Officer strives to protect life and property, respond to the needs of the general public, deter criminal activity within the community, enforce all city statutes, ordinances and laws and regulations of the State, and to perform investigations, special details and specific assignments within an assigned shift.

## ESSENTIAL DUTIES

The following duties are normal for this position and should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Enforces all city and state codes, ordinances, laws and regulations, in order to protect life and property and to prevent crime and promote security.
2. Maintains visibility by patrolling the City of Pelham's streets, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, vagrants, suspicious persons and violators.
3. Performs surveillance of various locations and criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to location/suspects; files intelligence reports.
4. Investigates reported crimes; interviews and obtains statements from victims, witnesses, suspects and confidential informants; assists in processing/securing crime scenes.
5. Obtains warrants; performs various search operations; locate missing persons.

6. Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues fleeing and subdues resisting suspects; effects arrests; process arrestees and transport prisoners.
7. Responds to emergency calls and call for assistance; mediates disputes and advises suspects of rights.
8. Assists and/or back up fellow officers as requested/necessary.
9. Assists with interdepartmental duties and city activities, as needed which may include working within school zones, directing traffic, providing security at school events and athletic activities, special escorts, crowd/riot control, or other special assignments.
10. Responds to accident calls; gathers information at the accident scene; Ensure proper investigators are on scene for accidents involving serious injury or fatalities; interview victims and witnesses; investigate hit and run accident; notify relatives of victims as necessary.
11. Performs functions at accidents, emergencies and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with emergency medical technician personnel.
12. Stop vehicles for traffic violations; issue traffic citation/ warnings; identify wanted persons/vehicles; impound vehicles; assists stranded motorists; ensure roadways are clear of obstacles and hazards.
13. Contact command/supervisory personnel for emergency response and critical incident communications.
14. Identify illegal drugs and hazardous materials; maintain knowledge of prescription drugs.
15. Document case information; assists in the prosecution of offenders; appear in court to present evidence and testimony.
16. Respond to questions, complaints, and requests for information by telephone or in person from merchants, the general public, employees, superiors and other individuals.
17. Maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.
18. Conduct/attend shift briefings; attends supervisory meetings, professional seminars and training sessions as required to maintain knowledge of departmental and city operations, to promote improved job performance, and to maintain knowledge of changes in policies, procedures, codes, and laws.
19. Cooperates with federal, state and local law enforcement agencies and their officers or representatives when activated are related to investigations within the City of Pelham Jurisdiction.

#### SKILLS AND ABILITIES:

1. Preferred state certified credentials will consider sponsorship through the police academy.
2. Ability to prepare and create clear and comprehensive written reports.
3. Strong personal skills in order to maintain positive relationships with the residents of Pelham

#### OTHER REQUIREMENTS:

1. 18 yrs. old
2. U.S. citizen
3. High school diploma or equivalent required
4. No criminal conviction, which could have meant punishment by imprisonment
5. Submit to background and psychological tests
6. Meet physical standards of the Georgia Peace Officers Standards and Training Council
7. Possession of a valid driver's license with the State of Georgia
8. Work weekends

#### COMPENSATION

Job starts at \$14.76/hour. . The city offers medical, dental, vision, and life insurance options, along with a lucrative retirement plan through Georgia Municipal Association.

#### APPLYING

Submit a city application in person, by U.S. mail, or by email. Contact (229)294-7900 menu option 5 or City of Pelham, Attn Mrs. Donna Wills, 108 Hand Ave W, Pelham, GA 31779.