

# City of Maysville, GA

## JOB DESCRIPTION

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.*

### Police Officer: P.O.S.T Certified

**This position performs general duty police work in the protection of life and property through the enforcement of laws and ordinances.**

- Apprehends, searches, arrests, transports, and processes offenders, including fugitives; summons witnesses; impounds vehicles.
- Assists motorists.
- Attends ongoing training classes as required.
- Completes all required reports and forms, including accident and incident reports.
- Completes detailed case reports and required paperwork.
- Conducts preliminary investigations into traffic accidents, crimes, and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime/accident scenes.
- Maintains the integrity, professionalism, philosophies, attitudes, and values of the Police Department by assuring that all rules and regulations are followed.
- Maintains vehicle and equipment according to Department standards.
- Patrols the city in a vehicle or on foot to detect, deter or respond to criminal activity and traffic violations, issues citations.
- Provides assistance and backup support to other officers and emergency service providers as necessary, can administer CPR and first aid as necessary to citizens and offenders.
- Represents the City Police at court hearings; prepares reports and testifies in court cases.
- Responds to calls relayed by communications officers, including emergencies, domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

**Minimum Education and Experience:** High School diploma or equivalent.

**Required Licenses or Certifications:** Possession of a valid Georgia driver's license and satisfactory motor vehicle report. Must possess and maintain valid Georgia P.O.S.T. Peace Officer certification.

**Additional Requirements:** Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

**PHYSICAL DEMANDS:**

- The work is typically performed while 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, distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.
- The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of specialized law enforcement equipment.