



# JOB ANNOUNCEMENT



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## CERTIFIED POLICE OFFICER POLICE DEPARTMENT

<b>Posting Date:</b>	October 25, 2016	<b>Job Code:</b>	209-3200
<b>Closing Date:</b>	Open Until Filled	<b>Grade:</b>	2117 – Non-Exempt
<b>Pay Range:</b>	Hourly: \$15.81 - \$24.51 Annual: \$34,529 - \$53,529	<b>Work Status:</b>	Full Time

**WE ARE SEEKING CERTIFIED POLICE OFFICERS ONLY. IN ORDER TO BE CONSIDERED FOR THIS POSITION, APPLICANT MUST POSSESS A GEORGIA PEACE OFFICER STANDARDS AND TRAINING (POST) BASIC LAW ENFORCEMENT CERTIFICATION.**

This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.

### JOB SUMMARY

Responsible for compliance with all departmental policies and procedures, as well as State and Federal laws and regulations, and for achieving the primary/fundamental goals and objectives of maintaining law and order, preventing crimes, protecting life and property, and assuring that all services are delivered in a safe, effective, professional, timely, and efficient manner. When serving in the Operations Bureau officers shall be assigned to the Uniform Patrol Division. When serving in the Support Services Bureau officers shall be assigned to the warrant unit.

### MAJOR JOB RESPONSIBILITIES

Arrests any suspects found in the commission of crimes; completes arrest reports and transports suspects to detention facilities; attempts to arbitrate disputes.

Writes reports on various calls answered indicating the natures of calls and any findings at the scenes; attends public gatherings to maintain order.

Prepares evidence for issuance of warrants; serves warrants if applicable, advises all suspects of their rights; assures the chain of custody of evidence is kept; testifies in court as necessary.

Writes reports on results of investigations, completes incident and accident reports, or other official documents as necessary; files all reports to appropriate supervisor.

Administers CPR and first aid when appropriate; answers any questions from the public.

May be assigned to work in plain clothes conducting investigations.

Assists and gives directions to motorists; removes debris from the roadways; provides direction during sports events as necessary; occasionally directs traffic at school crossings.

Inspects assigned department vehicles used for road safety by checking tire pressure and depth, oil, fuel, and reporting any unusual occurrences to the maintenance personnel and their supervisor.

May be required to perform the following physically demanding tasks in order to effectively perform job duties:

- Walk for extended periods while on foot patrol
- Sprint for short distances
- Run in long pursuits lasting over 2 minutes
- Run up and down stairs
- Push heavy objects
- Jump over and around obstacles
- Lift and carry heavy objects sometimes up and down stairs
- Use hands in feet in use of force situations
- Use physical force in short and long term (greater than 2 minutes) to effect arrest or defend self or third party.
- Bend and reach
- Drag people and/or objects

Performs other related duties as required.

**When assigned to the Operations Bureau:**

Patrols assigned districts/precinct areas, to include the City parks and Chicopee Woods, to assure all laws are enforced by checking homes, businesses, and cars for any signs of criminal activity such as broken windows and unlocked doors.

Answers any calls from the public requesting assistance in burglaries, domestic violence, or any other situation meriting a response by law enforcement authorities.

Receives and documents all complaints about illegal activities in City parks; initiates preliminary investigations of such complaints and issues progress reports to superior officers.

Conducts field sobriety evaluations; if certified, performs Intoxilyzer tests on suspected intoxicated drivers; testifies in court as to the validity of results.

May be assigned to train new officers on the techniques and policies of the department.

Respond to motor vehicle accidents in designated area or assists in other areas as needed; assists EMT's, firefighters, and other emergency personnel; completes accident reports by asking questions of involved parties and any other witnesses, gathering all pertinent information and calling wreckers as necessary; provides assistance to victims at the scene; directs traffic as necessary; reopens the road when clear.

Conducts rounds of the downtown businesses, shopping centers, and parking lots on foot; walks in stores and makes as much contact with the public as possible to maintain good public relations; gives directions to public and motorists as the need arises.

Investigates unusual crowds and behavior, and searches for perpetrators of these activities.

Enforces parking ordinances on the City Square in Gainesville and performs other duties to improve traffic flow and parking availability in the City and to act as liaison between Police and local business people and the public.

Maintains traffic safety by stopping unsafe motorists, impaired drivers, and speeding vehicles; if certified uses speed detection devices; issues citations or arrests drivers and impounds vehicles; reports malfunctioning signals or damaged and missing traffic control signs to the central communications center when appropriate.

Performs other related duties as required.

**When assigned to the Support Services Bureau:**

Serves subpoenas, and bench and probation warrants issued by the City of Gainesville Municipal Court.

Provides courtroom security during Municipal Court sessions.

When assigned, shall have the responsibility for maintaining a daily report of all persons incarcerated at the Hall County Detention Center who have been arrested by officers of the Gainesville Police Department. The report shall be ongoing and shall be disseminated daily to the Municipal Court Coordinator.

Picks up and delivers the daily bank deposits for the Gainesville Police Department and City of Gainesville Municipal Court.

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

High School Diploma or G.E.D.

No experience required. (Entry level police officer positions)

**Licenses and Certifications:**

Georgia Peace Officer Standards and Training (POST) Basic Law Enforcement Certification required.

Valid Georgia Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).

**Knowledge, Skills, and Abilities:**

Knowledge of all pertinent federal, state, and city laws pertaining to law enforcement to include game and fishing laws.

Knowledge of investigation procedures and techniques.

Knowledge of Department rules and regulations.

Knowledge of first aid and CPR.

Ability to analyze situations quickly and objectively to determine the proper course of action.

Ability to cope with situations tactfully, firmly, courteously, and with respect for the rights of others.

Ability to react quickly and calmly in emergency situations.

Ability to communicate effectively, both orally and in writing.

Ability to interpret established rules, regulations, and policies and procedures.

Skill in the use of firearms.

*This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.*

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

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*Due to Georgia State Law, all applications are subject to public disclosure.*

*Only candidates to be interviewed will be contacted.*

*As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.*



*The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.*

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