



# Police Officer Application Steps

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The following are steps for those interested in becoming a **Police Officer** with the City of Gainesville. The only exception will be those who have current/active Peace Officer Standards and Training (POST) Certification from any state within the United States in Basic Law Enforcement, Jail Officer, Correctional Officer, and/or Communications Officer who may skip Step 1 and begin at Step 2.

## **Step 1:**

- Obtain a Work Ready Certification achieving a Silver Certificate or better.



The WorkKeys® assessment system was developed by ACT to measure the core skills and work habits of applicants. This assessment is free and administered by most Technical Colleges. The assessment will include areas such as reading for information, applied math, and locating information.

Georgia residents may visit [www.gaworkready.org](http://www.gaworkready.org) to find a convenient location to complete this free assessment. Out of State residents may visit [www.workkeys.org](http://www.workkeys.org) to find the nearest assessment provider.

**When registering for the test, you will be required to provide the school with the job code. The job code is DV6CCA2E. You will be exempt from the test fee if you provide this job code.**

The Silver Certificate must be shown to the Human Resources representative before receiving a Police Officer Application.

## **Step 2:**

Complete the Police Officer Application (must submit an original application)  
If POST Certified, contact Human Resources at 770-535-6887 for an application.

**Attach copies of the following documents to all applications:**

- Birth Certificate (Applicant must be at least 21 years of age)
- Driver's License and Social Security Card
- Certificate of Citizenship, if you are a naturalized or a repatriated citizen of the United States
- High School Diploma or GED
- College diploma if graduate from an accredited institution
- DD-214 – if applicable

***POST Certified in Basic Law Enforcement, Jail Officer, Correctional Officer, and/ or Communications Officer:***

- Attach a copy of your POST Certificate

***Non-POST Certified in Basic Law Enforcement Jail Officer, Correctional Officer, and/ or Communications Officer:***

- Attach a copy of the Silver Certificate or better

### **Step 3:**

Human Resources will forward all documents to the Police Department Internal Affairs Unit for review.

Based upon submitted information, a determination will be made whether the applicant may move forward as a qualified candidate. A qualified candidate will receive a full investigation by the Internal Affairs Unit.

The background investigation includes but is not limited to some or all of the following: contacting past employers, work and personal references listed on application (to include developed references), education, criminal history, motor vehicle record, credit check, detection of deception examination\* and psychological evaluation. Applicants must not be disqualified based upon standards specified under O.C.G.A. § 35-8-8. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. A disqualification will result in the discontinuation of the selection process and no further action will be taken. Standard City of Gainesville and Gainesville Police Department hiring practices shall apply to all applicants.

\*Detection of deception examination questions will be drawn from the following areas: driving record, criminal activity, illegal drugs, thefts, and work record.

Other subsequent steps may include: Interviews(s); Drug Screen and Physical Examination; and POST Approval. If certified, applicant's POST credentials will be subject to records review by POST.



# JOB ANNOUNCEMENT

## POLICE OFFICER

<b>DEPARTMENT:</b>	Gainesville Police	<b>POSTING DATE:</b>	December 1, 2011
<b>PAY GRADE:</b>	2117 Non-Exempt	<b>JOB CODE:</b>	9720-221
<b>MINIMUM PAY:</b>	Certified: \$32,389 Annual \$14.83 Hourly	<b>WORK STATUS:</b>	Full Time
	Non-Certified: \$28,496 Annual \$13.70 Hourly	<b>APPLY BY:</b>	Open Until Filled

### 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 division.

### 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.
- Performs other related duties as required.

### When assigned to Operations Bureau:

- Officers assigned to the Operations Bureau shall be assigned to the following divisions: Uniform Patrol and Specialized Services.
- Patrols assigned districts/precinct areas to assure all laws are enforced by checking homes and businesses for any signs of criminal activity such as broken windows and unlocked doors.

**When assigned to Operations Bureau: (Continued)**

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

- Serves subpoenas, 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 within one (1) year.
- Valid 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.
- Knowledge of investigation procedures and techniques.

Knowledge, Skills, and Abilities: (Continued)

- 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, policies and procedures.
- Skill in the use of firearms.

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

❖ 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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