

## **CONYERS POLICE DEPARTMENT**

### **POLICE OFFICER I**

#### **Nature of Work:**

This is routine law enforcement work through the enforcement of laws and ordinances.

Work involves routine patrol work in an assigned area, answering emergency calls, preliminary investigations, and other related work. An officer of higher rank reviews work assignments, and gives specific instructions and assistance when special problems arise or backup is needed. Work requires independent judgment and discretion in difficult or unusual situations. Work involves an element of personal danger.

#### **Essential Functions and Responsibilities:**

Conducting preventive patrol, including making person and property inquiries and inspections focused on preventing crimes and accidents, maintaining the public order, and discovering hazards.

Responding to and handling calls for service.

Conducting preliminary and/or full investigations of crimes, offenses, incidents and conditions.

Directing traffic and enforcing state criminal statutes and local ordinances.

Providing emergency services.

Promptly preparing thorough, complete and accurate reports of all occurrences and incidents.

Performs related work as required.

#### **Knowledge, Skills and Abilities:**

Some knowledge of general police work and procedures.

Some knowledge of the geography of the City of Conyers.

Some knowledge of the laws of the State of Georgia.

Some knowledge of the ordinances of the City of Conyers.

Skill in communicating with a variety of people.

Skill in operating a motor vehicle.

Skill in operating and maintaining a firearm.

Ability to gather information and interpret pertinent facts.

Ability to remain calm in stressful situations.

Ability to exercise good judgment in different types of situations.

Ability to write and speak effectively.

Ability to understand and carry out oral or written instructions.

Ability to write clear and comprehensive reports.

Ability to drive standard equipped vehicles.

Ability to use sufficient physical force to apprehend violators.

Ability to run short distances rapidly.

Ability to exercise visual and motor coordination to drive safely at high speeds.

Ability to work outside in extreme weather conditions.

Ability to see and hear acutely under both day and night conditions.

Ability to meet physical, mental or other standards by regulation.

Ability to work on various shifts including nights, weekends, and holidays.

Performs related work as required

**Education and Experience:**

Standard high school diploma or its equivalent.

Minimum of two years of formal education at an accredited college or university preferred.

Some experience in law enforcement or related field preferred.

Possession of a valid Georgia driver's license.

Georgia Basic Law Enforcement Certificate.

An equivalent combination of education and experience is acceptable.

**Necessary Special Requirements:**

- Must be at least 21 years of age.
- Must meet all other requirements listed in the Official Code of Georgia Annotated 35-8-8.

**Disclaimers:**

*The City shall, in its discretion, modify or adjust the position to meet the City's changing needs.*

*This job description is not a contract and may be adjusted as deemed appropriate in the City's sole discretion.*