

	Brunswick Police Department is recruiting for Part-Time Police Officers	
	Pay Rate for Certified Officer \$15.64/hr (annual: \$32,531.20)	Page 1 of 3

JOB SUMMARY

A Police Officer performs general duty police work or specialized police work in the protection of life and property using community oriented policing and problem oriented policing techniques. In carrying out the responsibilities of an entry-level Georgia Certified Peace Officer, interacts with a culturally and socially diverse population; employs discretion in solving problems; maintains public order; prevents crime; enforces laws and ordinances; conducts investigations; makes arrests; issues summonses/citations, and warnings; assists the public; and may perform administrative support tasks. May also perform related duties as required; work assignments are made by a Police Sergeant or other superior; work methods and results are checked through personal inspections, and review of reports and discussions. Work requires occasional physical exertion under adverse circumstances. Officers are subject to rotating shifts, weekend, and holiday work.

ESSENTIAL FUNCTIONS OF THE JOB

1. Performs routine patrol, preliminary investigations, and traffic control duties in designated areas on an assigned shift in order to prevent and discover the commission of a crime, to direct traffic, enforce vehicle operation and parking regulations, issue citations and summonses, and to assist citizens in solving problems related to law enforcement and public safety.
2. Patrols while driving and on foot.
3. Checks doors and windows and examines premises of unoccupied buildings or residences to detect suspicious conditions
4. Responds to public safety calls for service
5. Communicates verbally in person and by radio. Interviews persons to gather information.
6. Presents testimony and evidence in criminal court proceedings
7. Mediates disputes and conducts interviews while performing law enforcement patrol activities and investigations
8. Actively demonstrates commitment to the Department's Core Values by being ethical, respectful, professional, community oriented, and performance driven.
9. Records information and prepares detailed police reports of investigative findings with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
10. Prepares handwritten documents and enters data into a keyboard device such as a laptop computer or a data transmission terminal in the patrol car in order to retrieve information and write police reports.
11. Pursues offenders by patrol vehicle and on foot, stops offenders, subdues resisting offenders using force where appropriate, including deadly force, and arrests offenders.
12. Searches persons, places, and things. Seizes and impounds property and evidence.
13. Transports persons and property. Performs crowd and riot control activities.
14. Maintains proficiency in operating a variety of law enforcement tools including weapons, vehicles and computers.
15. Observes criminal behavior and conducts law enforcement investigations to include the following critical tasks: protects crime and traffic accident scenes; measures and diagrams crime and traffic accident scenes; seizes and processes evidence; administers first aid to sick and injured persons for a wide variety of illnesses and injuries; assists distressed motorists; directs traffic; assists and refers mentally ill, indigent, and other persons in need;
16. Performs evacuations; and moves persons, vehicles, and other property from unsafe locations.
17. Comprehends and makes inferences from written materials including: federal and state statutes, City codes and ordinances, and departmental policies and operating procedures in order to enforce laws and determine appropriate charges.
18. Prioritizes own work in order to meet established deadlines.
19. Determines when to call for victim's assistance and advise persons of victim's rights information.
20. Learns job-related material through oral instruction, observation on the job, structured lecture in a classroom setting and reading in regard to police procedures and methods, case law, federal and state statutes and departmental policies and procedures.
21. Officer may work on an assignment, which necessitates specialized abilities and knowledge usually attained through experience as a uniformed officer.
22. The duties listed above are intended as illustrations of the various types of work that is regularly performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical

assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirement of the job change.

23. Performs other duties as assigned in order to support the mission, vision, goals and objectives of the organization and to serve the needs of the community.

PHYSICAL/MENTAL RESPONSIBILITIES

Physical conditions needed to:

24. Effect arrests.
25. Subdue resisting individuals.
26. Run a distance under 50 yards to persons requiring emergency assistance or apprehension.
27. Lift and carry equipment and persons.
28. Force entry into buildings.
29. Climb flights of stairs/ladders and maneuver over obstacles.
30. Walk, stand or sit for long periods of times (including driving).
31. Perform lifesaving procedures.
32. Confront an armed suspect.
33. Fire weapons on duty, maintain target practice skills, clean and inspect weapons.
34. Drive motor vehicles under emergency and non-emergency conditions.

Effective audiovisual discrimination and perception needed to:

35. Make observations.
36. Drive safely and simultaneously operate emergency lights, siren, radio and mobile data terminal.
37. Speak clearly and concisely.
38. Hear and understand radio, telephone and normal range verbal communications.
39. Discern color differences

Emotional and psychological stability needed to:

40. Accept constructive criticism in a mature fashion.
41. Effectively communicate and interact positively with fellow employees and citizens.
42. Recognize and tolerate stress.
43. Deal effectively with the morbid, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

44. Thorough knowledge of, experience in, and ability to apply police methods, practices and processes and the ability to apply these in specific situations.
45. Thorough knowledge of departmental rules and regulations, state, city and federal laws and the ability interpret and explain same.
46. Knowledge of the geography of the City of Brunswick and the established zone areas, or ability to quickly learn.
47. Ability to learn about, to retain, and to effectively use knowledge of crime patterns and trends in assigned areas.
48. Knowledge of and ability to successfully apply conflict management techniques.
49. Ability to learn about and to apply effective crime scene investigations techniques and to properly preserve evidence.
50. Knowledge of and the ability to apply effective techniques for interviewing and interrogation.
51. Knowledge of community service organizations and facilities.
52. Skill in the use of firearms and the ability to maintain the required skill level.
53. Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard for surrounding hazards and circumstances.
54. Ability to identify potential crime situations or traffic hazards and take preventive action.
55. Ability to understand and to carry out oral and written instructions.
56. Ability to comprehend and draw inferences from written materials including: federal and state statutes, City codes and ordinances, and departmental policies and operating procedures and verbal information.
57. Provided in order to enforce laws and determine appropriate charges.
58. Ability to deal courteously, but firmly, with people having diverse social and economic backgrounds; the ability to negotiate with others to establish a desired course of action.
59. Ability to maintain composure and operating efficiency under high stress situations.
60. Ability to establish and maintain a command presence in order to gain control of persons of situations.
61. Ability to perform the physical requirements of the work which include climbing; balancing; stooping; kneeling; crouching; crawling; reaching; walking; lifting, pushing or pulling up to subdue or gain control of a suspect or to protect the safety of self or others; grasping; talking and hearing.
62. Ability to smell odors such as alcohol or signs of illegal substances. Ability to visually identify persons, objects, details, and conditions related to the work. The work environment requires exposure to all types of weather conditions, working in the vicinity of hazardous material spills.

63. Ability to utilize computerized record systems.
64. Develop and utilize confidential information sources and maintain and protect confidential information.
65. Ability to develop and maintain effective interpersonal working relationships with a wide variety of co-workers, citizens, other law enforcement officials, community organizations, and others.
66. Ability to manage multiple tasks, and to be flexible in changing priorities
67. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations or take action as necessary for problem resolution. Ability to make effective decisions quickly, when necessary, based on limited information and considering the impact of those decisions and actions.
68. Willingness and ability to demonstrate commitment to the vision, mission, goals and objectives of the organization and to the job, team, and community.
69. Ability to help create a positive work environment which encourages individual and team growth and development.
70. Ability to attend to detail and follow through to task completion without reminder.
71. Note that while Police Officers are required to possess these knowledge areas, skills, abilities, and other characteristics, Police Officer Recruits will be expected to possess or acquire these knowledge areas, skills, abilities, and other characteristics necessary for successful performance before Recruits will be released from the FTO program in solo status.

JOB SPECIFICATIONS

Required Education and Experience

72. Graduation from an accredited High School or possession of GED certification or equivalent.
73. College education is preferred.
74. Successful completion of police examination and physical requirements.
75. Applicant must be at least 21 years of age at the time of the written exam.
76. Must be US citizens or aliens admitted for permanent residence.
77. Complete criminal history and reference check, job match profile, psychological profile, pre-employment physical exam and drug screen also required.
78. Possess a valid Georgia driver's license.
79. Proficiency in Microsoft Word.

MINIMUM QUALIFICATIONS

Georgia Law 35-5-8 requires in part that a person employed in any police service classification:

80. Not have been convicted by any state or by the federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor shall he have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law.
81. Be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal records.
82. Possess good moral character as determined by investigation under procedures established pursuant to the act.
83. Have an oral interview with the hiring authority his or her representative(s) to determine such things as applicant's appearance, background, and ability to communicate.

EQUIPMENT USED

84. Motor Vehicles
85. Duty Weapons
86. Writing Implements
87. Office Equipment – computers, typewriters, printers, telephone systems, photocopies
88. Radio Communications – portables, mobiles, data terminals, etc.
89. Basic Tools and Equipment – first aid supplies, fire extinguishers, restraint devices, flashlights, batons, helmets, uniforms, OC spray, protective equipment, radar equipment, etc.
90. Electronic Gas Pump

The City of Brunswick is an Equal Opportunity Employer

Employee

Date

Supervisor

Date