



**BRUNSWICK POLICE
DEPARTMENT**

Job :	Traffic Enforcement Officer	FLSA:	Non-Exempt
Department/Div:	Police Department	EEO-4:	
Reports to:	Police Sgt.	Date:	09/13/2023
Supervises:	None		
Pay:	\$23.29		

JOB SUMMARY

This is specialized law enforcement work at the full performance level involving the protection of life and property through the selective enforcement of traffic laws, investigation and reconstruction of vehicular accidents and incidents using community-oriented policing and problem-oriented policing techniques.

Work involves the responsibility of serving the citizens by enforcing traffic laws in specified areas as determined by data gathered from vehicle accidents and incidents and/or as directed by officers of superior rank. Work normally consists of routine patrol, accident investigation and reconstruction, and traffic control duties during an assigned shift which may be performed in cruiser cars, on foot or in the police station. Work may involve personal danger and require employee to act without direct supervision and to exercise independent judgment in meeting emergencies. Assignments and general instructions are received through citizen complaints or officers of superior rank. Work is reviewed through reports, personal inspection, and discussion.

MAJOR DUTIES

1. Conducts follow-up investigations of traffic related accidents/incidents when called upon.
2. Performs routine patrol, preliminary investigations, and traffic control duties in 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.
3. Manages and operates the Mobile Radar Trailer.
4. Conducts periodic roadside safety checks, issuing citations to violators.
5. Escorts special processions or extraordinary vehicles.
6. Accompanies prisoners to headquarters and jail and may testify in court. Interviews persons with complaints and attempts to make proper disposition or direct them to the proper authorities.
7. Maintains records, prepares reports, and performs other clerical and administrative duties.
8. Assists federal, state and county officials in their work when called upon.
9. Interviews suspects, prisoners, complainants, and witnesses to obtain information about crimes.
10. Gives advice on laws, ordinances, and general information to the public.
11. Operates law enforcement and general office equipment.
12. Performs any special duties as assigned by the Shift Commander, Patrol Services Commander, or Chief of Police.
13. Performs general law enforcement duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Certified officer of the Brunswick Police Department.
- Thorough knowledge of and experience in the application of modern methods and practices of administration

of the police department.

- Thorough knowledge of the rules and regulations of the police department and pertinent federal, state and city laws and/or ordinances.
- Thorough knowledge of the geography of the municipality.
- Certified radar operator or ability to become certified.
- Demonstrated ability to thoroughly investigate and document vehicular accidents through clear and comprehensive written reports.
- Knowledge of court procedures.
- Ability to write and speak effectively.
- Ability to understand and execute oral and written instructions, good physical condition.

SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Uniform Code of Georgia Annotated, the US Constitution, local codes and ordinances, and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- Patrol the city in a radio cruiser or on foot to preserve law and order, to prevent and detect violations of state and city traffic laws, to direct traffic at school crossings, street intersections and vehicular accidents.
- Investigate and/or reconstruct vehicle accidents, collisions, or other disablement.

CONTACTS

- Contacts are typically with co-workers, other city employees, court personnel, and attorneys, representatives of other public safety agencies, victims of crimes, witnesses, suspects, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Be at least 21 years of age.
- Possess a valid, appropriate Georgia Driver's License
- Be a citizen of the United States
- Have a high school diploma or equivalent.
- Georgia Law 35-8-8 requires in part that a person employed in any police service classification meet certain minimum requirements (not have been convicted by any state or by the federal government of any crime)

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