

# Morrow Police Department

## Job Description

The City of Morrow is an equal opportunity employer and we consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. This agency is eager to recruit a diversified work force, to serve a diversified community.

**JOB TITLE:** Police officer/Uniform Patrol Division

**CLOSING DATE:** Position open until filled

**DEFINITION:** Position is located in the Uniform Patrol Division of the Police Department which protects life and property, preserves the peace, prevents crime, detects and arrests violators of the law, and enforces all federal, state and local laws and ordinances coming under the Department's jurisdiction. Position involves carrying out all lawful orders of his/her supervisor in a timely, accurate and thorough manner. Position acts under the direct supervision of a Patrol Supervisor.

### **FUNCTION OF THE JOB/WORK PERFORMED:**

- Conduct preventive patrol including making person and property inquiries and inspections focused on preventing crimes and accidents, maintaining public order, and discovering hazards.
- Responds to and handles calls for service.
- Conducts preliminary investigations of crimes, offenses, incidents, and conditions.
- Directs traffic and enforces federal and state criminal statutes and local ordinances.
- Provides emergency services.
- Prepares thorough, complete and accurate reports of all occurrences and incidents.
- Offers testimony in court on evidence and facts.
- Fosters community relations through participation in community oriented policing strategies.
- Coordinates, conducts, and participates in neighborhood activities.
- Other duties assigned as necessary.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:**

Knowledge of...

- Modern methods of municipal police work.
- Principle and accepted practices and procedures of police science, administration, organization and operation as applied to the various departmental programs and activities.
- Community oriented policing/problem oriented policing strategies.

- Use of police records and their application to the solution of police problems.
- Geography of the emergency response area with specific emphasis on locations of principal buildings, complexes, and population centers, street numbering system, and access roads to determine quickest and safest routes to a location.
- Effective problem solving and conflict resolution.
- Modern computer use and applications.
- All police department firearms and equipment and skill in their operation and maintenance.
- Applicable federal, state and city codes and ordinances.
- Policies, procedures, and guidelines of the City of Morrow and the Morrow Police Department.

Skill in....

- Working effective in physically demanding and psychologically stressful situations.
- Effective written and verbal communication.
- Contacts with co-workers involved in high degree of teamwork requiring close interaction for extended periods of time. Contacts also include the general public in both emergency and non-emergency situations.
- Being well versed in the policy, procedures and guidelines of the City of Morrow and the Morrow Police Department.
- Preparing and supervising clear, accurate, and comprehensive reports.

Abilities in....

- Physical, mental, and emotional conditions the same as required for sworn police officers of Georgia.
- The work is typically performed by the employee sitting, standing, walking, running, kneeling, bending, climbing, jumping and/or crawling. The employee must occasionally drag, pull push, or lift light or heavy objects. The use of equipment requiring a high degree of dexterity is required and the ability to use force may be necessary to arrest and restrain persons.

Qualifications:

- High School Diploma
- Georgia Driver's License
- Completion of police training and education as required by Georgia Law
- Uncertified Officer (Cadets) unable to successfully complete Academy Training shall not be eligible for continued employment as a Police Officer.