

The City of Union Point is actively seeking a Police Officer to fill a current opening. Interested individuals with the required qualifications are encouraged to submit a resume or application.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalency.
- At least 21 years of age.
- Possession of a valid Georgia Class C driver's license and a satisfactory driving record are conditions of initial and continued employment.
- Must be P.O.S.T. Certified Georgia . Additional certifications may be required for specialized assignments.
- Must complete minimum of 20 hours of required in-service training annually to maintain P.O.S.T. certification.
- Must maintain required level of proficiency and certification in the use of firearms and other specialized training.

OVERVIEW OF DUTIES, RESPONSIBILITIES & POSITION REQUIREMENTS

- Maintains a current knowledge of criminal law, city ordinances and other critical elements of law enforcement and peace keeping.
- Patrols assigned zone to maintain visibility and observe and deter possible criminal activity.
- Responds to all requests for assistance relayed by communications officers.
- Issues tickets to moving and parked traffic violators; impounds abandoned vehicles as warranted.
- Assumes control at traffic accidents, assists victims, and investigates causes of accidents.
- Directs traffic and assists motorists, attends to malfunctioning traffic signals, monitors school crossings, provides escort for funeral processions or other situations.
- Investigates crimes, interviews witnesses, complainants, and victims. Processes crime scenes; collects, analyzes, and preserves evidence for court use. Contacts complainants and/or victims of crimes to inform them of progress of investigations.
- Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests. Transports arrestees to detention centers and oversees booking.
- Serves as a witness in court as required.
- Investigates complaints, accidents, or hazardous conditions which might endanger public safety.
- Investigates and reports fires or other related events, provides backup and security and crowd control for Fire Department/EMS or other officials.
- Prepares various official reports as required; submits reports to superior officer.
- Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.
- Answers questions asked by the general public; works with juveniles and adults in related matters; refers public to persons or agencies which can provide further assistance as required.
- Watches for wanted or missing persons and lost children; administers first-aid to the injured in emergencies; reports stray animals to proper authorities.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Operations and standard operating procedures of a Police Department.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile

programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.

- Care, maintenance, and operation of firearms and other modern police equipment.
- Methods and techniques of report preparation and writing.
- English usage, spelling, grammar, and punctuation.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Techniques and applications of self-defense and proper use of force.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Investigative techniques, procedures, and sources of information.

Principles and applications of public relations.

- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.

Ability to:

- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain law enforcement policies and procedures.
- Perform a wide range of law enforcement assignments. Function with a significant degree of independence.
- Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
- Act quickly and calmly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars. Judge situations/people accurately.
- Think clearly and act quickly in a variety of situations.
- Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Meet standards for physical endurance, agility, health, and vision.
- Work flexible hours, including nights, weekends, holidays, and varied shifts and overtime.
- Understand and carry out oral and written directions.
- Operate office equipment including computers and supporting.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Have uncompromising honesty and integrity at all times as a sworn officer.

An application can be obtained at www.unionpointga.org or at Union Point City Hall.

All applicants should submit their application to following:

City of Union Point
c/o Robert Cash
Interim Chief
P. O. Box 233
Union Point, Georgia 30669
Phone -706-486-4102
Fax-(706) 486-2213