

City of Summerville
Job Announcement
Police Officer

JOB SUMMARY

This position performs police work involving the protection of life and property, the enforcement of laws, and the investigation of crime.

MAJOR DUTIES

- Answers calls relayed by a dispatcher, to include: domestic disputes, burglaries, suspicious characters, traffic accidents, etc.
- Patrols assigned geographical areas of the city in order to monitor businesses, residences and public areas.
- Writes reports and completes forms, including incident and accident reports.
- Apprehends and cites traffic law violators; directs traffic in congested areas as needed.
- Provides first aid and CPR as needed.
- Conducts criminal investigations; interviews witnesses, suspects and victims; conducts surveillance; gathers evidence and prepare case files.
- Testifies in judicial proceedings when necessary.
- Assists other departmental units and other law enforcement agencies as requested.
- Secures and preserves the scenes of crimes and fatal traffic accidents until appropriate support units arrive and assists with investigation.
- Performs public service duties, such as assisting lost and stranded motorists, entering locked cars, providing transportation to citizens in need, etc.
- Arrests and takes prisoners into custody; processes persons arrested.
- Inspects weapons and patrol car; monitors patrol car maintenance.
- Serves warrants and other official court orders.
- Performs related duties.

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 protective devices such as masks, goggles, or gloves and of specialized law enforcement equipment.

MINIMUM QUALIFICATIONS

- High School Diploma
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

Any person interested in this position may submit an application at the City of Summerville, 120 Georgia Ave., Summerville, GA 30747. Resumes may also be submitted via e-mail to htucker@summervillega.org or mailed to:

City of Summerville
Attn: Harold Tucker
P.O. Box 180
Summerville, GA 30747