

Clayton County



Title: Police Officer
Class Code: PD103

Purpose of Classification

To protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all County statutes, ordinances and laws and regulations of state and federal government, and to perform investigations, special details, and specific assignments within an assigned unit.

Essential Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all County, state, and federal codes, ordinances, laws, and regulations, in order to protect life and property and to prevent crime and promote security.

Maintains visibility by patrolling assigned area, County streets, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, suspicious persons, and violators.

Performs surveillance of various locations and criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to location/suspects; files intelligence reports.

Investigates reported crimes; interviews and obtains statements from victims, witnesses, suspects, and confidential informants; gathers, prepares, and submits evidence to crime lab.

Obtains warrants; performs various search operations; locates missing persons.

Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.

Responds to emergency calls and calls for assistance; assists and/or backs fellow officers as requested/necessary on calls, executes warrant, serves subpoenas, and makes traffic stops; mediates disputes and advises suspects of rights.

Responds to accident calls; gathers information at the accident scene; investigates and reconstructs serious injury or fatal accidents; interviews victims and witnesses; investigates hit and run accidents; notifies relatives of victims, as necessary.



Clayton County	
Title: Police Officer Class Code: PD103	

Establishes road blocks; stops vehicles for traffic violations; issues traffic citations and warnings; administers field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards.

Identify illegal drugs and hazardous materials.

Enters/retrieves data to/from computer system including stolen property, arrest and wanted persons information, investigation data, and criminal/driving records checks; reviews crime statistics.

Assist with interdepartmental duties and County activities which may include working within school zones, directing traffic, assisting in Animal Control, providing security at County social events and athletic activities, special escorts, crowd/riot control, or other special assignments.

Documents case information; assists in the prosecution of offenders; appears in court to present evidence and testimony.

Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals; attends community meetings and assists with community activities, programs, and crime prevention.

Contacts command/supervisory personnel for emergency response and critical incident communications; exchanges information with dispatchers, attorneys, court personnel, medical examiner, medical professionals, and other departments and agencies.

Attends shift meetings, seminars, and specialized/update training sessions as required to maintain knowledge of departmental and County operations, to promote improved job performance and to maintain knowledge of changing policies, procedures, codes, and laws.

Completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Cooperate with federal, state, and local law enforcement agencies and their officers or representatives.



Clayton County	
Title: Police Officer Class Code: PD103	



Additional Functions

May perform special operations, investigations, and/or team activities such as Special Weapons and Tactics Team (SWAT), dive team/water recovery, aviation/air support and backup, traffic, DUI Task Force, negotiations, juvenile, vice, homicide, burglary and robbery, various type thefts and abuse, narcotics, evidence/property control, field training, animal control, canine handler/trainer, training, teaching, and/or other duties as assigned.

Maintains cleanliness of vehicle; requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Substitutes for co-workers in temporary absence of same; performs other administrative tasks as assigned.

Performs other related duties as required

Minimum Qualifications

High school diploma or GED. Must possess a valid Georgia driver's license. Must have current Georgia Peace Officer Standards and Training (POST) certification as a law enforcement officer. Must obtain and maintain certification in Cardiopulmonary Resuscitation (CPR). Must be qualified to operate a firearm. May be required to attain and maintain additional certifications specific to assigned unit.

ADA Compliance

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials 160 pounds; may occasionally involve heavier objects and materials. (May be required to lift/carry a human being, push/pull motor vehicle, and/or do sustained physical combat).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

