

## **Police Officer**

### **Application Deadline: Open Until Filled**

**Location:** City of Chattahoochee Hills

**Length:** Full-Time Position

**Rate:** Non-exempt Position –Hiring Range will depend on qualifications.

Chattahoochee Hills is recruiting employees for police officers. Police Officers will be responsible for community policing activities, deterring and investigating criminal activity, enforcing applicable laws and ordinances, mitigating traffic and other safety hazards, and rendering assistance as needed.

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### **Duties:**

- Maintains a current knowledge of criminal law, city ordinances and other critical elements of law enforcement and peace keeping.
- Patrols assigned zones 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.
- Serves warrants, summonses, subpoenas, civil, and other official papers. Seizes evidence and contraband uncovered in such duties.
- Conducts surveillance of known and suspected criminals. Works undercover to obtain evidence of criminal activity and further investigations. Directs and documents the activities of confidential informants.
- 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.
- Transports mental patients and detainees to prescribed locations as necessary.

- 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.
- And all other duties as assigned.

**Qualifications:**

- Must be a U.S. Citizen to meet P.O.S.T. standards;
- Must possess and maintain valid P.O.S.T. Peace Officer certification
- High School diploma (or GED equivalent), completion of the required in-service training with a Field Training Officer, and three (3) years of community policing experience; or any equivalent combination of education, specialized training and experience which provides the requisite knowledge, skills, and abilities for this position;
- Must maintain required level of proficiency and certification in the use of firearms and evasive action/driving skills and possess a valid Georgia driver's license
- Must possess knowledge, skills and abilities in urban, rural and community-based police operations
- Must be willing to serve in a variety of environments, including aquatic, all-terrain foot patrol, wooded and wetland areas, and be adaptable to using applicable vehicles and equipment for such areas.

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The application packet should include 1) City's standard employment application, which can be downloaded from [www.chatthillsga.us](http://www.chatthillsga.us), 2) letter of interest in the position, and 3) resume and salary requirements. These documents are to be submitted to the attention of Dana Wicher at [dana.wicher@chatthillsga.us](mailto:dana.wicher@chatthillsga.us) or mailed to 6505 Rico Road, Chatt Hills, GA 30268.

Candidates will be required to submit to a pre-employment drug test. The City of Chattahoochee Hills is an *Equal Opportunity Employer*.