

City of Lake City Job Description

Police Officer

Purpose

Law enforcement services are provided 24/7/365. Schedules require shift work, which may include days, nights, weekends, holidays, and on-call hours, based on the needs of the department. The position of Police Officer is a regular, full-time position, providing law enforcement and service-related duties for the City of Lake City, Georgia community.

Work involves knowledge of federal laws, state laws, and local ordinances, in addition to the policies and procedures of the Lake City Police Department. Employees assigned to this position must be able to demonstrate the ability to exercise independent judgment and decision making within the limits prescribed by laws, rules, regulations, policies, and procedures. Work requires dedication to public service, which is often accompanied by emotional and/or physical stress from rapidly evolving events. The employee must be able to work with people from diverse backgrounds.

Supervision is provided by the Chief of Police and other departmental personnel within the chain of command. Under the direction of the Lieutenant of Operations, this position will report to a designated Shift Sergeant.

Key Functions

- Patrol
- Law Enforcement
- Community Policing
- Investigation
- Report Writing
- Communication

Essential Responsibilities

- Conduct vehicle and foot patrols of assigned area(s), to include building and business checks. Such patrols are intended to facilitate the detection and deterrence of crime, criminal activity, and suspicious activity within the city limits.
- Answer calls for service involving the protection of life and/or property, as well as the enforcement of City, County and State laws.
- Direct traffic, including the regulation of vehicle and pedestrian flow at times of emergencies or congestion.
- Testify in court in conjunction with criminal prosecution.
- Handle situations firmly, courteously and tactfully, with respect for the rights of others.
- Analyze situations quickly and objectively, and to determine the proper course of action.

- Obtain information through investigation, interview, interrogation, and observation.
- Provide adequate documentation of public safety actions, including the authoring of incident reports, accident reports, arrest and booking reports, use of force reports, supplemental reports, traffic citations, and other documents related to safety and security initiatives on campus. Such documentation may include written reports, diagrams, sketches, and other representations of reported circumstances.
- Other duties as assigned.

Requirements

Minimum

- Must have the ability to safely operate a motor vehicle, including for the purposes of emergency response.
- Must have the ability to walk, run, jump, navigate a variety of terrains, and sit or stand for prolonged periods of time.
- Must possess effective verbal and written communication skills.
- Must possess operational knowledge of common office equipment, to include computers, telecommunications systems, and fax machines.
- Must possess a high school diploma or accredited GED equivalent.
- Must have 2 years of work history, not necessarily in a related field, OR a combination of educational attainment and work history.
- Must possess, or be able to obtain and maintain certification as a peace officer pursuant to the rules of the Georgia Peace Officer Standards and Training Council (said rules may be found at <https://www.gapost.org/Rules/3offcrt.html>).
- Must possess a valid driver's license.
- Must be able to successfully pass a comprehensive background check, pursuant to recommendations from the Georgia Association of Chiefs of Police. Requirements may include, but are not limited to an oral interview, a state and federal criminal history check, a nationwide sex offender search, a social security number check, a credit history check, a medical examination, a drug screening, a psychological screening, a polygraph examination, an employment history check, and the verification of at least three professional/personal references.

Preferred

- The attainment of an associate's degree or higher is preferred.
- Candidates who possess certification as a peace officer in Georgia and remain in good standing with POST OR who are eligible for the equivalency of training program, are preferred.

Salary and Benefits

- This position is open to candidates with and without current certification as a Peace Officer in Georgia. Salary considerations will be given based on the candidate's qualifications. The minimum salary for a candidate required to attend

the Basic Law Enforcement Training Program is \$41,283.75 while in training, and \$43,347.94 upon the completion of field training. The minimum salary for an experienced officer is \$45,515.34. These annual salaries are based on an 84-hour pay period.

- 12-hour shifts
- Annual Leave: The City will provide the employee with 10 days of paid vacation, in addition to the recognized 10 days of regular holidays. Holiday time increases with tenure. The City has a use it or lose it leave policy, meaning that unused annual leave expires at the end of each calendar year. The City has implemented a policy whereby employees will be compensated for up to 40 hours of unused annual leave each year.
- Sick Leave: The employee accumulates 10 days of sick leave per year.
- Insurance: Depending on the insurance coverage selected, up to 100% of the premium for the employee is paid by the city. Approximately 60% of the family insurance is paid by the city.
- The City of Lake City participates in a defined benefit plan with the Georgia Municipal Association (GMA). The City and employee each contribute 5% of the employee's salary. There is a vesting period of 5 years. The City has implemented a rule of 75, meaning that employees may be eligible for retirement, with no penalty, when the combination of their age and years of service are greater than or equal to 75.
- Optional 457(b) Retirement Program
- The City of Lake City pays a match of 6.2% to Social Security.
- The City of Lake City pays for the Peace Officers Annuity and Benefit Fund (POAB) for each sworn law enforcement officer.
- The City of Lake City provides a \$50,000.00 Life Insurance Policy for each employee, as well as short-term and long-term disability insurance, and accidental death and dismemberment insurance at no cost to the employee.
- Upon successful completion of Field Training the employee will be assigned a patrol vehicle to be used for official business. The assigned vehicle will also be a take home vehicle for the employee, provided all conditions of Lake City Police S.O.P 12.2, (Take Home Vehicles) are met.
- The City will provide all uniforms and equipment necessary for the completion of the job.

Submission Instructions

Applicants should submit a completed City of Lake City Employment Application, as well as a resume and cover letter. The Application may be obtained in person at 5455 Jonesboro Road Lake City, GA 30260, or by visiting <https://lakecityga.net/departments-humanresources/>. Completed applicant packets will be accepted in-person, by mail, or by email at bstanelle@lakecityga.net.