

City of Cairo Job Description

Position: Patrol Officer
Department: Police Department
FLSA Status: Non-Exempt

Under general supervision and definite operating procedures, a person in this position patrols the City and responds to calls for service and initiates calls in an effort to detect, stop and apprehend violators of laws and ordinances in order to protect life and property. When on the scene of a violation or disturbance the officer must take the initiative to control the situation, and must exercise considerable judgment in interpreting laws, ordinances, policies and procedures. In general contact with the public, the officer must achieve a balance between enforcement and maintaining good public relations for the police-department. A person in this position does not exercise supervisory controls over other employees.

AUTHORITY AND RESPONSIBILITY

The patrol officer has the responsibility for the protection of life and property, prevention of crime, enforcement of federal, state and local laws and the apprehension of violators of these laws.

DUTIES

The patrol officer duties will consist of the following:

- Patrol of whatever zone assigned to in the jurisdiction of the City
- Detection and apprehension of violators of federal, state and local laws
- Case investigation when and where necessary
- Perform required traffic assignments and duties
- Complete required reports and forms and proper disposition of same
- Respond to requests from citizens for police services and related services
- Perform public relation duties as required
- Adhere to departmental rules, regulations, policies and procedures.
- Adhere to federal, state and local laws except in the performance of official duties and then only with due care for the safety of others
- Perform any and all other duties as required by the Chief of Police or competent authority
- Assist any and all other officers as required in the performance of their duties

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of departmental rules, regulations, policies and procedures
- Knowledge of city geographic
- Knowledge of arrest and booking procedures
- Knowledge of federal, state and local laws and ordinances
- Skilled in the use of firearms as required by law and departmental standards
- Skilled in the detection of crime
- Ability to work with and for the general public
- Ability to exercise good judgment in evaluating situations and making sound decisions
- Ability to prepare accurate and concise reports
- Ability to observe and remember details of the observation
- Ability to perform work requiring a good physical condition
- Ability to operate an emergency vehicle or equipment under emergency conditions
- Ability to physically and mentally perform all the duties required of all Certified Police Officers of the State of Georgia
- Ability to stand for long periods of time
- Ability to walk for long periods of time or for great distances
- Ability to run without great difficulty as required

- Ability to exit or enter vehicles without assistance or difficulty and very rapidly
- Ability to hear well enough to understand normal conversation without voices having to be raised or constant repeats
- Ability to see properly or correctable to city/departmental requirements
- Ability to speak in a normal voice or in a raised voice (yell) if it is necessary
- Ability to use both hands and arms, legs and feet normally or without difficulty
- Ability to speak, read, write and comprehend the English language without difficulty

TRAINING AND EXPERIENCE

- High school education or equivalent
- Successful completion of a written exam
- Pass an Oral Interview Board
- Pass a background investigation
- Pass a medical exam
- Pass a polygraph test
- Pass a drug screening
- Pass psychological screening

CERTIFICATION AND/OR LICENSE

- Be certified by Georgia Peace Officers Standards and Training Council either prior to employment or immediately after employment
- Possess a valid state driver's license

PHYSICAL REQUIREMENTS

These functions are required on either a constant, frequent or occasional basis (as indicated)

Constant – More than 90% or 10 hours or more per 12 hour day

Frequent – 21 –50% or 3-6 hours per 12 hour day

Occasional – 0-21% or 1-3 hours per 12 hour day

Constant

Use of hands to fingers, handle, or feel; reading, writing, hearing, talking, sitting, seeing (close vision, distance vision, color vision)

Frequent

Standing, walking, reaching with hands and arms, use of office equipment (telephone, copier, computer, calculator, fax)

Occasional

Lifting greater than 14lbs, bending, squatting, pushing, pulling

WORK ENVIRONMENT The environmental working conditions of this position will include working inside and outside. Mental stress or pressure of position is frequent.

Limitations & Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Work Schedule

The Cairo Police Department’s Patrol Division works what is commonly known as a “Panama Schedule” or the “2-2-3 Schedule.” This type of work schedule is a rotating shift pattern that uses 4 teams of two 12-hr shifts to provide 24/7 coverage.

The working and non-working days follow this pattern: 2 days on, 2 days off, 3 days on, 2 days off, 2 days on, 3 days off.

Each team works the same shift (6 AM to 6 PM or 6 PM to 6 AM) for 3 months then switches over to the other shift for the next 3 months, the same sequence then starts over.

You can refer to the example below for a monthly team schedule.

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	Day/Night	Day/Night	Off	Off	Day/Night	Day/Night	Day/Night
2	Off	Off	Day/Night	Day/Night	Off	Off	Off
3	Day/Night	Day/Night	Off	Off	Day/Night	Day/Night	Day/Night
4	Off	Off	Day/Night	Day/Night	Off	Off	Off