

Police Officer Recruit

The City of Port Wentworth Police Department is currently accepting application for Police Officer Recruit. This is a non-exempt, full-time position with a starting salary of \$40,679.55 along with a generous benefits package. Upon successful completion of a certified Police Academy the salary will increase to \$52,030.19. After successfully completing the 6-month probationary work test period the salary will increase to \$53,330.94. Experience, relative certifications, and/or advanced education will be reviewed and may result in pay step increases.

The City of Port Wentworth provides 100% family medical coverage, Vision, and Dental coverage at cost to the employee, 457(B) program, Paid POAB (Police Officer Annuity and Benefit(s)), \$50 night shift differential per shift worked, Longevity pay at \$150 per year up to 25 years and a take home vehicle (20 miles from city limits) once the FTO (Field Training) is successfully completed.

The Port Wentworth Police Department is located at 323 Cantyre Street, Port Wentworth, GA 31407, Phone # (912)-964-4360. If chosen the applicant(s) must submit to an extensive background check, polygraph examination, health/drug screening (hair follicle test). Applicants will also be required to run and pass the GPSTC PAT (physical agility test) which is required by the Police Academy for admittance.

A City Employment Application with references must be completed and submitted to the Port Wentworth Police Department, Attn: Training and Recruitment Unit, 323 Cantyre Street, Port Wentworth, GA 31407. Applications will be accepted until the position(s) are filled. The City of Port Wentworth is an Equal Opportunity Employer.



Police Officer Recruit

Police

PD/14B

JOB SUMMARY

Under supervision, attends a Peace Officer Standards and Training (P.O.S.T.) certified Basic Recruit Academy and trains with assigned personnel to provide direct public safety services to the citizens of the City of Port Wentworth to ensure the enforcement of all Federal, State, and local laws and ordinances. This is an entry level position without peace officer powers, rights, or privileges within the Port Wentworth Police Department. Upon successful completion of the required course of study, incumbents may be accepted as a sworn Peace Officer of the Port Wentworth Police Department for the preservation of public peace, prevention of crimes, and protection of life and property.

The principal function of an employee in this class is to attend a Peace Officer Standards and Training (P.O.S.T.) certified Basic Recruit Academy and to train with assigned personnel to provide direct public safety services to the citizens of the City of Port Wentworth to ensure the enforcement of all Federal, State, and local laws and ordinances. The work is performed under the supervision and direction of assigned personnel, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with assigned supervisor(s), training academy officials, Police Chief, other Command Officers and City personnel, elected and appointed officials, representatives of Federal, State, and County, and the general public. The principal duties of this class are performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

MAJOR DUTIES

- Attends a P. O. S. T. Certified Basic Academy to obtain classroom and practical education in the justice system, applicable civil and criminal laws, police procedures, law enforcement techniques, first aid and physical fitness.
- Trains and studies with police equipment and other training personnel to develop and maintain competency and proficiency.
- Assists in the enforcement of all local, State, and Federal laws within the jurisdiction of the City.
- Assists in patrolling assigned areas of responsibility to prevent and reduce criminal activity.
- Assists in providing information and assistance to motorists, pedestrians, and the public as it relates to law enforcement functions.
- Assists in preparing reports on accidents, incidents, and arrests.
- Assists in the enforcement of all traffic laws and issues citations for violations.

- Informs supervising officers of any unusual or difficult situations.
- May provide emergency medical attention to citizens when responding to calls for assistance.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs all other duties contained in the Port Wentworth Police Department's Job Description as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of general social problems of the community.
- Knowledge of law enforcement equipment, weapons, and emergency vehicles.
- Knowledge of the principles and practices of safe driving.
- Knowledge of basic writing skills and the English language, principles and methodology of research, and writing related reports.
- Ability to successfully complete all requirements of P.O.S.T. certification training, as required.
- Ability to prepare effective, persuasive, and grammatically correct written presentations and correspondence.
- Ability to acquire knowledge of Federal, State, and City laws governing police activities and operations, including all related criminal and civil laws and ordinances.
- Ability to acquire knowledge of the functions and objectives of Federal, State, and City law enforcement agencies as applicable to community law enforcement, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.
- Ability to acquire knowledge of the Department's policies and practices.
- Ability to maintain a calm and controlled demeanor in life threatening and/or emergency situations.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing needs and situations.
- Ability to establish and maintain effective working relationships with the assigned supervisor(s), training academy personnel, Police Chief, other Command Officers and City personnel, elected and appointed officials, representatives of Federal, State, City, and the general public.
- Ability to operate a vehicle safely and efficiently in hazardous traffic and/or weather conditions to ensure public safety.
- Ability to quickly learn the geographical layout of the city.
- Ability to efficiently perform basic first aid procedures.
- Ability to exhibit skill and accuracy in the handling and firing of assigned weapons.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to utilize integrity, ingenuity, and inventiveness in the performance of assigned tasks.

SUPERVISORY CONTROLS

The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department policies and procedures and local, state and federal laws. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. Potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to patrol the city to detect and deter crime and to provide support for other operations of the department. Success in this position contributes to the safety and well being of area citizens and their property.

CONTACTS

- Contacts are typically with co-workers, other city employees, court personnel, perpetrators, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

An employee in the class of Police Officer Recruit must meet the following criteria to demonstrate eligibility to become certified as a Georgia Law Enforcement Officer:

- Minimum 21 years of age.
- Citizen of the United States, or a legal resident of this country.
- A valid Georgia State Driver's License.

- Must have vision correctable to 20/20 in each eye with normal color vision.
- Must attend and successfully complete appropriate P.O.S.T. certification courses.
- An acceptable score on a timed education level assessment examination:
- An acceptable psychological assessment:
- An acceptable score on the fitness performance standards tests as outlined by the Department.
- A favorable background investigation which includes:
 - Criminal history check.
 - Credit history check.
 - Polygraph examination.
 - Employment history.
 - Driving history.
- Must be able to work rotating shifts.
- Must sign an employment contract with the City for a period of 2 years which starts at the completion of the Police academy.