



Job Vacancy

Class Title:	Police Recruit (non-certified)
Salary:	\$24.52 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

Police recruits undergo training to become a police officer by attending a police academy, which includes learning law, procedures, and skills like self-defense and report writing. Recruits assist with duties under supervision, such as responding to calls, observing experienced officers, and learning to secure crime scenes and prepare for court testimony. The role is a non-sworn, probationary training position for individuals with no prior academy training.

ESSENTIAL FUNCTIONS

Patrols the City to enforce laws and ordinances and protect life and property; monitors commercial and residential areas for signs of criminal activity, patrols for suspicious persons or vehicles.

Enforces traffic and parking laws through the issuance of citations and warnings; routinely inspects roadways, bridges, and traffic signals and signs to find and report any hazardous conditions.

Responds to calls for assistance such as domestic disputes, burglaries, auto accidents, assaults, and other complaints of crimes.

Enforces Federal, State, and Local laws by performing warrant, felony, or misdemeanor arrests; implements physical confrontation when necessary; protects the civil rights of persons in custody.

Investigates traffic accidents by establishing point of impact, interviewing witnesses, and collecting, preserving, and packaging evidence; detects drunk drivers and performs sobriety evaluations; books DUI suspects.

Serves as first responder to provide aid and assistance to victims of traffic and other accidents, assists fire and emergency medical services in treating and transporting victims.

Prepares and maintains a wide variety of departmental records in compliance with departmental and legal policies and procedures; prepares and files thorough written case reports.

Maintains assigned uniform, vehicle, and equipment in accordance with departmental policy and procedures.

Maintains order in crowds and provides security for other public gatherings.

Assists stranded motorists, directs traffic when necessary; escorts special processions; transports prisoners to jail.

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Participates in departmental training programs.

Serves and executes criminal and traffic warrants on felony and misdemeanor suspects.

Performs other duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; must be 21 years of age by the completion of training academy; possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS

The work is typically performed with the employee intermittently sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT

The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.