

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Master Police Officer

**Department:** Police  
**Pay Grade:** PS5  
**FLSA Status:** Non-Exempt  
**Job Code:** P623

### JOB SUMMARY

The purpose of this classification is to protect lives, property and rights of the public; enforce statutory law and municipal ordinances, respond to emergency/non-emergency situations, and investigate criminal activity. Position may also perform tasks relating to a special function or division as assigned. This classification is designated as the top of the career ladder for non-supervisory personnel, and requires extensive knowledge and experience in law enforcement.

### ESSENTIAL JOB FUNCTIONS

- Acts as lead to assigned staff; provides leadership, motivation, and guidance to less experienced officers; monitors status of work activities and assists with problem situations; may serve in an official capacity as a Field Training Officer.
- Enforces all applicable codes, ordinances, laws and regulations (including traffic, criminal and civil) in order to protect life and property, prevent crime, and promote security.
- Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, natural disasters, public service duties, stranded motorists, or other problem situations.
- Prevents/discovers commission of crime; issues citations; pursues fleeing suspects; apprehends, arrests, and processes criminals, fugitives and offenders; conducts searches of suspects or arrestees; develops informants to provide information in criminal investigations.
- Conducts preliminary investigations of complaints or incidents; interviews victims, complainants and witnesses and records statements; secures crime scenes, processes crime scenes for basic evidence, and protects integrity of evidence; gathers information and evidence, and makes photographic records of scenes; places evidence into custodial

control; sends evidence to crime laboratory as appropriate, such as blood evidence in DUI cases; prepares detailed reports and sketches.

- Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering CPR or first aid, or extinguishing small fires.
- Enforces vehicle operating laws, parking laws, and DUI laws; conducts field sobriety tests; uses visual observation and radar/laser speed detection units to enforce speed laws.
- Responds to traffic accidents/complaints; investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers; measures accident scenes and makes drawings of accidents; reviews evidence, reconstructs accidents, and makes recommendations; investigates traffic hazards; coordinates removal of debris or other hazards from roadways.
- Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, funerals, businesses, sporting events, dignitary visits, special events, or other situations as appropriate.
- Transports arrestees, mental patients, members of the general public, or other individuals as required.
- Requests status reports for driver's license, driver's histories, criminal histories, or other information from state/national (GCIC/NCIC) criminal information computer database.
- Participates in court activities; responds to court subpoenas; assists in preparing case files and evidence for court presentation; testifies and presents evidence during court.
- Provides assistance or backup support to other officers, emergency medical providers, fire department personnel, state/federal law enforcement agencies, other law enforcement agencies, or other public service agencies; provides emergency response on a twenty-four hour basis as needed.
- Performs public service duties; provides general assistance to the public, such as providing directions, changing fire alarm batteries, inspecting properties, assisting stranded motorists, or completing VIN/tag inspections; provides general information pertaining to safety, juvenile problems, civil/criminal matters, legal assistance, ordinances, or other issues; assists visitors with filing police reports or obtaining copies of reports.
- Processes various paperwork pertaining to course of duty; reviews reports and documentation completed/submitted by assigned personnel; reviews warrant requests written by officers to ensure proper supportive legal details pertaining to charges listed; coordinates delivery of warrant requests to be sworn and activated; coordinates service of arrest warrants, search warrants, subpoenas, or other documentation.
- Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, wave runner, all-terrain vehicle, firearms, chemical weapons, emergency equipment, radar/laser equipment, mobile radar trailer, alcohol testing equipment, drug testing kits, processing kits, noise meter, handcuffs, restraining devices, baton, flashlight, fire extinguisher, measuring devices, photographic equipment, tape recorder, radio/communications equipment, Kevlar vest, gas mask, helmet, safety equipment, firearms training systems, telephone, hand tools, or general office equipment.

**Assignment to Field Services Division Patrol Section includes the following additional duties:**

- Patrols designated areas via motor vehicle, all-terrain vehicle, or on foot to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious

conditions; responds to active alarms at residences, businesses, and industries; checks suspicious vehicles, persons, or situations; investigates and reports public safety issues such as roadway hazards, malfunctioning traffic signals, damaged street signs, or other problems; investigates and reports non-criminal offenses such as non-criminal damage to property for civil reporting purposes; maintains high visibility in the community.

- Attempts to reduce the incidents of traffic crashes and enforces the laws of the state and city, with focus on traffic laws.
- Investigates city vehicle accidents, serious injury and fatality crashes.

**Assignment to Field Services Division General or Special Investigations Sections includes the following additional duties:**

- Investigates criminal activity: manages caseload of assigned investigations; responds to crime scenes and processes site for evidence; identifies and interviews victims, witnesses, suspects, and other individuals; compiles evidence and builds a case for prosecution; participates in undercover operations, stake-outs, and other special activities.
- Coordinates with other local, state, and federal agencies, both law enforcement and judicial. Participate in search warrants and attend autopsies.
- Evaluates intelligence and evidence gathered during the investigation to determine if person committed the alleged offense he/she was accused of.
- Works irregular hours and is on-call to respond to and assist uniform patrol in furthering an investigation or answer questions regarding a current investigation.
- Testifies in court using the evidence and information that has been collected and analyzed by CSI, and its crime lab.

**Assignment to Field Training Officer includes the following additional duties:**

- Instructs and trains police recruits in law enforcement duties; explains and interprets applicable laws, policies, and procedures; trains recruits in public relations and community police policy; instructs trainees in the proper use of law enforcement vehicles and equipment; conducts performance evaluations; completes field training records and related reports.
- Assists with developing in-service training for the whole department, including gathering information, building lesson plans/PowerPoints, teaching in-service classes, and documenting deficiencies identified in training to include remedial training.
- Assists with other training put on by the agency and acts as an adjunct instructor for the State Mandate Academy.

**Assignment to Canine Unit includes the following additional duties:**

- Utilizes police canine unit to support all divisions of the police department; apprehend suspects, locate narcotics, conduct searches of buildings/premises, conduct vehicle searches, or perform other tracking activities; exercises, feeds, grooms, and trains canine; maintains clean, germ-free environment; maintains health needs of canine; demonstrates skills and presents canine at schools, daycare centers, civic groups, and special events for public relations. Requires NNDDA and NAPWDA certification.
- Instructs and trains police recruits in law enforcement duties; explains and interprets applicable laws, policies, and procedures; trains recruits in public relations and community police policy; instructs trainees in the proper use of law enforcement vehicles and equipment; conducts performance evaluations; completes field training records and related reports.

- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.
- Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.
- Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, gang awareness, safety, and related issues; conducts departmental tours.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, laws, regulations, court cases, and relevant case law; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads case law updates and other professional literature; maintains professional affiliations; participates in physical fitness training and continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, project status reports, policies, procedures, spreadsheets, charts, graphs, presentations, or other documents.
- Receives various forms, reports, correspondence, time sheets, work request status reports, work requests, project reports, web content, policies, procedures, diagrams, engineering drawings, programming manuals, technical support documentation, users' guides, on-line help resources, manuals, reference materials, trade publications, catalogs, directories, Internet resources, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates computers, police vehicles, firearms, gas/projectile launchers, mobile and portable radios, binoculars, chemical agents, handcuffs, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software. Inspects/maintains assigned police vehicle, all-terrain vehicle, uniform, weapons, or other equipment.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Must meet the requirements outlined in the Roswell Police Department Career Development Policy.

#### **Licenses or Certifications:**

- Possess and maintain a valid Georgia Peace Officer Standards and Training (P.O.S.T.) Peace Officer Basic certification.

- Possess and maintain a P.O.S.T. Advanced Certification.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

**Special Requirements:**

- Must pass a medical/drug screen and pass an eye exam with a visual acuity of not greater than 20/100 uncorrected and 20/20 corrected.
- Successfully complete course of study outlined in the Roswell Police Department Career Development Program for Master Police Officer is required.
- Positions will be determined upon successful completion of selection process determined by the Chief of Police or his or her designee.

**Knowledge, Skills and Abilities:**

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**PHYSICAL DEMANDS**

Tasks require the regular and sustained performance of moderately physically demanding work typically involving some combination of climbing, stooping, kneeling, crouching, and crawling and involves extended periods of time walking or standing. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds) and occasionally heavier items (50 pounds or over). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, animals/wildlife, disease, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*