

**CITY OF RINGGOLD, GEORGIA  
JOB DESCRIPTION  
POLICE DEPARTMENT**

**JOB TITLE:** Police Officer (Uniform Patrol Division)

**REPORTS TO:** Police Chief or Officer in Charge

**DEFINITION:**

This is a full-time position performing work in the Police Department under the administration of the Police Chief or OIC. All City employees are responsible to the City Manager and must adhere to the Ringgold City Employee Handbook. This position will perform a wide variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act.

**JOB SUMMARY:**

The Police Officer is responsible for answering emergency 911 calls for service within the City of Ringgold. The Officer will also actively patrol the City and enforce all State laws and Municipal ordinances. Traffic enforcement and community policing are also responsibilities of the Police Officer. The Officer will report to the Chain of Command during his or her duties. However, the Police Officer must be able to work with some degree of independence and execute duties firmly, tactfully, and impartially. The Officer should be able to react quickly and calmly in emergency situations. He or she must develop and sustain positive working relationships with other employees, other law enforcement officers, other law enforcement agencies, and the public. Reports written by the officer must be clear and comprehensive and completed in a timely manner. All equipment should be maintained and used in a safe and appropriate manner. This position requires regular public contact with a high degree of tact, judgement, and technical knowledge. The officer may work various assigned shifts as needed to include nights, weekends, and holidays. A minimum of twenty (20) hours of mandatory training are required each year along with the required Governor's Initiatives courses.

**EQUIPMENT AND JOB LOCATION:**

This employee will operate a marked patrol unit equipped with emergency lights and sirens. Full-time employees that are assigned a take-home vehicle shall be responsible for keeping up with the routine maintenance of the vehicle and requesting work as needed to keep the vehicle in good working order. Other pieces of equipment used by the Police Officer include a Taser X26P, shotgun, rifle, ASP baton, oleoresin capsicum (OC) spray, and handcuffs.

While performing the duties of the job, the employee occasionally works inside and outside in various weather conditions, in day-night conditions under stressful and hazardous situations, endure sustained acts of physical exhaustion and endure periods of duty under

unfavorable and life-threatening situations. The Officer occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. All City buildings and vehicles are smoke-free.

### **ESSENTIAL JOB FUNCTIONS:**

- Responding to emergency calls for service
- Apprehending criminal offenders
- Providing mutual aid and assistance to other agencies for emergency law enforcement related activities
- Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions
- Responding to reports of both criminal and non-criminal acts
- Responding to routine calls for service, such as public assistance or public safety
- Traffic direction and control
- Crime prevention activities, such as residential inspections, business inspections and community presentations
- Community-oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way
- The application of resources to specific problems or situations within the community that may be improved or resolved by community-oriented policing and problem solving
- Operate equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
- Operate all equipment in a safe and efficient way
- Perform daily safety and maintenance checks
- Practice workplace safety

### **MATERIAL AND EQUIPMENT USED:**

.40 caliber or 9mm handgun  
Shotgun  
Rifle  
ASP baton  
Patrol Vehicle  
Oleoresin Capsicum Spray  
First aid equipment, including NARCAN  
Other assorted law enforcement equipment

Flashlight

Laptop Computer  
Lidar / Radar  
Police Radio  
Alcosensor

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be at least 18 years of age
- High School diploma or GED required
- P.O.S.T. certified with the State of Georgia as a Police Officer
- Must possess a valid State of Georgia driver's license or verification of license by the start of employment
- Must have legal authorization to work within the United States of America as required by the Immigration Reform and Control Act
- Must pass a pre-employment drug/alcohol screen
- Must have knowledge of and/or the ability to learn about the care and proper use of weapons and equipment needed to perform job duties
- Must have knowledge of and/or the ability to learn occupational hazards and safety precautions.
- Must be able to report for work on time and to perform the duties of the job for the entire workday
- Must be able to work flexible hours with some weekend and holiday work required
- Must be able to perform overtime work, which may involve late night or early morning hours
- Must have sufficient physical strength and ability to lift and carry light (up to 45 pounds) to heavy (160 pounds and over) objects
- Must be able to endure sustained acts of physical exertion and endure periods of duty of unfavorable and life-threatening conditions.
- Must be able to communicate both orally and in writing.
- Must be able to establish and maintain an effective working relationship with other employees and to effectively communicate with the public
- Must have the ability to use good judgment while performing job related tasks

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