



Part-time Police Officer

The city of Brookhaven is accepting resumes for a Part-time police officer. The officers will provide service to our Municipal Court as well as responsibility for prisoner transport. Brookhaven's Municipal Court hours are currently Monday and Thursday from 1:00 PM until 5:00 PM, and Bench Trials are held every third Wednesday from 8:30 AM until 1:00 PM. Then first Thursday of every month municipal court starts at 7:00 pm. This position is considered "Continuous Part Time", working up to 25 hours per week on a regular schedule of Monday – Friday. The position pays \$ 25.00 per hour and does not include health care or retirement benefits. Only Georgia P.O.S.T. certified candidates will be considered for employment at this time.

How to apply:

Please submit your resume, cover letter and your current salary to:
Careers@brookhavenga.gov

The City of Brookhaven is an equal opportunity employer.

Job Summary: This position is responsible for providing general security for Municipal Court and assisting with fleet duties and responsibilities.

Essential Job Functions:

- Provides security for Municipal Court
- Assist with fleet duties and responsibilities such as transporting criminals to and from jail for court appearances
- Receives and responds to dispatched calls; investigates crime by gathering information from suspects, victims and witnesses; takes appropriate action;
- Obtains arrest warrants as necessary;
- Maintains and operates all assigned equipment;
- Conducts security checks of businesses, parks, public buildings, and residences;
- Issues citations and/or makes arrest for violations of laws including traffic violations and local ordinances;
- Arrests and transports criminals;
- Prepares incident and accident reports;
- Attends court and testifies about cases investigated or reports written;
- Assists with crowd control and security assignments at public gathering or incident scenes;
- Provides assistance to the public as needed; provides information and guidance regarding victims' rights; assess victims; renders aid to injured prior to EMS arrival;
- Attends and participates in daily roll call including inspection and training prior to going on duty;
- Participates in training programs to improve knowledge and skills; may serve as Field Training Officer.
- Conducts inquiries on state and national crime information networks for outstanding warrants, license status, vehicle registrations, administrative messages, etc.
- Reports hazards on roadways within City limits;
- Protects the property and civil rights of persons placed in custody;
- Collects and preserves evidence from crime scenes including fingerprinting, collecting blood samples, photographing crime scenes, etc;

- Transport City revenue from City Hall to designated financial institutions;
- Participates in community-oriented policing programs such as the Citizens Police Academy, C.O.P.S, and related activities; meets with neighborhood residents; gives presentations and responds to questions and concerns; educates citizens on how to protect themselves from criminal activity;
- Serves as first-responder to provide assistance to victims of traffic accidents and other calamities; assists fire and emergency medical personnel in treating and transporting victims;
- May serve as court bailiff;
- Provides security for special events;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of law enforcement concepts and terminology, including criminal investigation, law enforcement and crime prevention; first-aid principles and techniques; report preparation and record keeping; and human behavior theories related to criminology, crisis intervention and crowd control;
- Knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspects' and prisoners' rights, and custody and protection of evidence; operational principles and practices of criminal investigation, law enforcement and crime prevention; court and trial procedures;
- Knowledge of the use and effects of law enforcement weapons; methods of self-defense and physical restraint;
- Knowledge of the Police Department's policies and procedures; geographic layout of City; vocabulary of technical/specialized fields of law enforcement such as identification, detention and pathology;
- Skill in learning, interpreting, applying and explaining complex laws and regulations; reading and interpreting documents such as maps and diagrams;
- Skill in performing accurate mathematical calculations; comprehending and retaining factual information and applying what is learned;
- Skill in observing and remembering details of events, names, faces, numbers and physical descriptions; preparing and maintaining clear, accurate and concise reports and files;
- Skill in communicating effectively in both verbal and written form; exercising tact, self-restraint, judgment and strategy in dealing with people of all races, ethnicities and socio-economic groups and who may have emotional or physical difficulties;
- Skill in exercising sound independent judgment in emergency or stressful situations; correctly interpreting a given situation and taking appropriate action under a variety of conditions;
- Ability to react quickly and calmly in emergencies;
- Ability to operate the computer and various programs;
- Ability to understand and carry out oral and written instructions;
- Ability to gather, assemble, analyze and evaluate facts and evidence and to draw sound conclusions; working ability to obtain valid information by interview and interrogation;
- Ability to work rotating shifts, varying hours and be on call.

Physical Demands: Visual acuity in both eyes, normal color vision; hear in-person, radio and telephone conversations; recognize differences or changes in sound patterns, loudness or pitch; speak audibly and clearly; identify and distinguish smells of different materials; sit or stand for prolonged periods; walk, run, kneel, stoop, crawl and crouch; make precise and coordinated finger, hand and limb movements; maintain uniform, controlled hand-arm posture or movement; push, pull or drag an adult (averaging 160 pounds); lift and carry all sorts of

items (average 50 pounds); use force to restrain/subdue others; work efficiently for long periods of time.

Work Environment: Work is performed in a variety of field and office settings and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm; mentally and physically capable of taking the life of another, if justified; willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays; work at any location in the City and travel on specific assignments.

Minimum Qualifications:

- High school diploma or equivalent; Associate's degree preferred
- Must be certified as a peace officer with the Georgia Peace Officer Standards and Training Council
- 3 or more years of sworn law enforcement service with arrest powers from a full service policing agency
- US citizen; at least 21 years of age
- Successful completion of the pre-employment process which includes oral interview, background check, criminal records and traffic history check, medical and drug screening, polygraph evaluation, and/or voice stress.
- Valid State of Georgia Driver's License