



**Job:** CAPAC Officer  
**Department/Div:** Police Department  
**Reports to:** CAPAC Commander  
**Supervises:** None  
**Salary Range:** \$46,009.08 – 59,149.80

**FLSA:** Non-Exempt  
**EEO-4:**  
**Date:** 7/2024

#### JOB SUMMARY

This is a journey level, general law enforcement work at the full performance level involving the protection of life and property through the enforcement of laws and related preventive and investigative work.

Work involves the responsibility for serving the citizens of the Brunswick Housing Communities by performing general police assignments received from officers of superior rank using community-oriented policing and problem-oriented policing techniques. Work normally consists of routine patrol, specialized patrol, complaint and crime investigation, enforcement of parking laws and regulations, and special assignments during an assigned shift which may be performed in a radio cruiser, on foot and bicycle. Work may involve personal danger and require that employee be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Assignments and general instructions are received from the C.A.P.A.C. Commander, the Brunswick Housing Authority via the chain of command and through reports, personal inspection and discussion.

#### MAJOR DUTIES

The following duties and associated tasks are typically performed by an employee in this position. No attempt is made to be exhaustive in the following list.

1. Patrol public housing communities on foot, radio cruiser and/or bicycle to preserve law and order, to prevent and discover the commission of crime and enforce vehicle operation and parking laws and regulations.
2. Continually patrol all public housing communities to detect any suspicious conditions, vehicles or persons.
3. Maintain constant surveillance of public housing communities to detect presence of unauthorized persons or vehicles.
4. Maintain good relations with residents of public housing by assisting residents whenever possible and projecting a positive, professional image.
5. Maintains records, prepares reports and performs other clerical and administrative duties.
6. Assists all other public or law enforcement officials in any public housing communities when called upon.

7. Accompanies prisoners to headquarters and jail and may testify in court, interviews persons with complaints and attempts to make proper disposition to direct them to the proper authorities.
8. Interviews suspects, prisoners, complainants, and witnesses to obtain information about crimes.
9. Gives advice on laws and ordinances and general information to the public.
10. Acts as liaison between Brunswick Housing Authorities and the police department and relay information to the proper authorities.
11. Assists housing authorities with special details whenever practical and possible.
12. Performs any special duties as assigned by the On-Duty Shift Supervisor, C.A.P.A.C. Commander, Field Services Commander or Police Chief.
13. Performs related duties as required.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

1. Thorough knowledge of, experience in, and ability to apply police methods, practices and processes and the ability to apply these in specific situations.
2. Thorough knowledge of departmental rules and regulations, state, city and federal laws and the ability interpret and explain same.
3. Knowledge of the geography of the City of Brunswick and the established zone areas.
4. Ability to learn about, to retain, and to effectively use knowledge of crime patterns and trends in assigned areas.
5. Knowledge of and ability to successfully apply conflict management techniques.
6. Ability to learn about and to apply effective crime scene investigations techniques and to properly preserve evidence.
7. Knowledge of and the ability to apply effective techniques for interviewing and interrogation.
8. Knowledge of community service organizations and facilities.
9. Skill in the use of firearms and the ability to maintain the required skill level.
10. Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard for surrounding hazards and circumstances.
11. Ability to identify potential crime situations or traffic hazards and take preventive action.
12. Ability to understand and to carry out oral and written instructions.
13. Ability to comprehend and draw inferences from written materials including federal and state statutes, City codes and ordinances, and departmental policies and operating procedures and verbal information.
14. Provided in order to enforce laws and determine appropriate charges.
15. Ability to deal courteously, but firmly, with people having diverse social and economic backgrounds; the ability to negotiate with others to establish a desired course of action.
16. Ability to maintain composure and operating efficiency under high stress situations.
17. Ability to establish and maintain a command presence in order to gain control of persons of situations.
18. Ability to perform the physical requirements of the work which include climbing; balancing; stooping; kneeling; crouching; crawling; reaching; walking; lifting, pushing or pulling up to subdue or gain control of a suspect or to protect the safety of self or others; grasping; talking and hearing.
19. Ability to smell odors such as alcohol or signs of illegal substances. Ability to visually identify persons, objects, details, and conditions related to the work. The work environment requires exposure to all types of weather conditions, working in the vicinity of hazardous material spills.
20. Ability to utilize computerized record systems.
21. Develop and utilize confidential information sources and maintain and protect confidential

information.

22. Ability to develop and maintain effective interpersonal working relationships with a wide variety of co-workers, citizens, other law enforcement officials, community organizations, and others.
23. Ability to manage multiple tasks, and to be flexible in changing priorities.
24. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations or take action as necessary for problem resolution. Ability to make effective decisions quickly, when necessary, based on limited information and considering the impact of those decisions and actions.
25. Willingness and ability to demonstrate commitment to the vision, mission, goals and objectives of the organization and to the job, team, and community.
26. Ability to help create a positive work environment which encourages individual and team growth and development.
27. Ability to attend to detail and follow through to task completion without reminder.
28. Note that while Police Officers are required to possess these knowledge areas, skills, abilities, and other characteristics, Police Officer Recruits will be expected to possess or acquire these knowledge areas, skills, abilities, and other characteristics necessary for successful performance before Recruits will be released from the FTO program in solo status.

#### **SUPERVISORY CONTROLS**

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

#### **GUIDELINES**

Guidelines include the Uniform Code of Georgia Annotated, the US Constitution, case law, city codes and ordinances, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

##### **Physical conditions needed to:**

29. Effective arrests.
30. Subdue resisting individuals.
31. Run a distance under 50 yards to persons requiring emergency assistance or apprehension.
32. Lift and carry equipment and persons.
33. Force entry into buildings.
34. Climb flights of stairs/ladders and maneuver over obstacles.
35. Walk, stand or sit for long periods of times (including driving).
36. Perform lifesaving procedures.
37. Confront an armed suspect.
38. Fire weapons on duty, maintain target practice skills, clean and inspect weapons.
39. Drive motor vehicles under emergency and non-emergency conditions.
40. Be able to ride a bicycle.

##### **Effective audiovisual discrimination and perception needed to:**

1. Make observations.
2. Drive safely and simultaneously operate emergency lights, siren, radio and mobile data terminal.

3. Speak clearly and concisely.
4. Hear and understand radio, telephone and normal range verbal communications.
5. Discern color differences

**Emotional and psychological stability needed to:**

1. Accept constructive criticism in a mature fashion.
2. Effectively communicate and interact positively with fellow employees and citizens.
3. Recognize and tolerate stress.
4. Deal effectively with the morbid, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

**CONTACTS**

- Contacts are typically with co-workers, representatives of other law enforcement agencies, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally frequently lifts light and heavy, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, in a detention facility and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

Georgia Law 35-5-8 requires in part that a person employed in any police service classification:

- Not have been convicted by any state or by the federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor shall he have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law.
- Be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal records.
- Possess good moral character as determined by investigation under procedures established pursuant to the act.
- Have an oral interview with the hiring authority his or her representative(s) to determine such things as applicant's appearance, background, and ability to communicate.
- Active Georgia P.O.S.T Certified Officer
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

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