PURPOSE OF POSITION:
The purpose of this position is to perform beginner protective service work involving a variety of general or support duty police assignments. Work is performed under regular supervision. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Patrols city, responds to service requests; enforces laws and ordinances; makes arrests, testifies in court; prepares records and files.
2. Seeks solution to possible problem before event occurs.
3. Pursue offenders on foot and or in a vehicle; use judgment in amount and type of force used.
4. Performs CPR, First Aid, and use AED equipment as needed.
5. On an assigned shift, operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.
6. Responds to radio dispatches and answers calls and complaints.
7. Issues citations for traffic violations.
8. Serves warrants and makes arrests and testifies in court.
9. Provides police escorts, directs traffic; performs residential and commercial checks.
10. Fills out arrest records, fingerprints, photographs, and other similar materials; performs prisoner security functions; investigates traffic accidents, crimes reported; develop possible suspects to bring outstanding cases to closure.
11. Reports unsafe conditions existing in street or other public facilities.
12. Assists with criminal investigations, conducts stakeouts, assists with presenting evidence, interviewing victims and witnesses, and performs property and evidence duties.
13. Prepares detailed reports on activities and assignments.
15. Participates in a variety of in-service training programs.
16. May be assigned to crime prevention, community policing/bike patrol, field training, special operations, technical support or investigation operation.
17. May be required to work overtime and/or be on call and to be able to respond to emergencies within a reasonable time.
18. Regular and predictable attendance.
19. Ability to work in a cooperative manner with others.
20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:
• Will set up to attend the Police Academy or must be currently enrolled in the Police Academy, assigned an attendance date to an accredited Police Academy, or completed the Academy and in Field Training.
• Must meet Minimum Standards Law (TCA 38-8-106) requirements.
• Must be a citizen of the United States, at least 21 years of age and meet the physical, psychological and criminal records and other standards for the assignment established by the Gallatin Police Department.
• Must have a valid driver’s license.
KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of police methods, practices and procedures.
- General knowledge of the geography of the City, related county areas, and location of important buildings.
- General knowledge of the rules and regulations of the Police Department.
- Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports.
- Ability to deal courteously but firmly with the public.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Skill in the use of firearms and the operation of motor vehicles.
- Good physical condition.
- Ability to make decisions to accomplish specific tasks and operations within the scope of the position.
- Ability to meet and deal with the public effectively, professionally and politely, and with discretion.
- Ability to effectively communicate with and establish and maintain an effective working relationship with department staff and other personnel.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of the open record laws.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, fingering, grasping, and feeling; Ability to escalate physical exertion from minimum to maximum instantaneously when necessary to subdue/restrain individual. Vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devises, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities

WORK ENVIRONMENT:

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protection equipment. Conditions are generally unsafe.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities 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.