

POSITION TITLE:	POLICE OFFICER
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Supervisory Staff
FLSA STATUS:	Non-Exempt
APPROVED:	October 1, 2019 B.O.M.A.

SUMMARY

Performs intermediate protective service work involving a variety of general or support duty police assignments; does related work as required. Work is performed under regular supervision. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

ESSENTIAL FUNCTIONS/TYPICAL TASK:

- Patrol city, respond to service requests; enforce laws and ordinances; make arrests, testify in court; prepare records and files.
- Seek solution to possible problems before event occurs.
- Ability to pursue offenders on foot and or in a vehicle; use judgment in amount and type of force used.
- Ability to perform CPR and First Aid, as needed.
- Operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints.
- Issues citations for traffic violations.
- Serves warrants and makes arrests and testifies in court.
- Provides police escorts, directs traffic; performs residential and commercial checks.
- Fills out arrest records, fingerprints, photographs, etc.; performs prisoner security functions; investigates traffic accidents, crimes reported; develop possible suspects to bring outstanding cases to closure.
- Reports unsafe conditions existing in street or other public facilities.
- Prepares detailed reports on activities and assignments.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- May assist with criminal investigations, assist with presenting evidence, interviewing victims and witnesses, perform property and evidence duties as assigned.
- Inspects vehicles and notifies garage of defective patrol units.
- May be required to perform supervisory duties in the absence of a superior officer.
- May be assigned to crime prevention, community policing/bike patrol, field training, special operations, technical support or investigation operation.
- May be required to work overtime and/or be on call and to be able to respond to emergencies within a reasonable time.
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- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the laws, rules and court decisions relating to the operations of criminal justice and law enforcement.
- Knowledge of methods of crime detection, criminal identification and radio communication.
- Knowledge of local, state and federal laws and ordinances; thorough knowledge of the geography of the City.
- Ability to maintain cooperative relationships with other City officials and with the general public.
- Ability to prepare and review reports; resourcefulness and sound judgment in emergencies.
- Knowledge of police methods, practices and procedures.
- 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.
- Ability to identify and respond to community, and Police Department Administration's concerns and needs.
- Ability to properly interpret and make decisions in accordance with laws, regulations and policies.
- Ability to meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Skill to make technical and emergency decisions quickly and calmly under emergency conditions.
- Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals and emergent needs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.
- Skill in the use of firearms and the operation of motor vehicles.

WORK ENVIROMENT

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, kneeling, reaching, standing, walking, running, pushing, pulling, lifting, and grasping; 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 to 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 devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; 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 protective equipment.

TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

Possession of an appropriate driver's license valid in the State of Tennessee. P.O.S.T. Certification must be obtained within six months of employment. 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 Police Department.