

## Police Officer

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**Position Type:** Full-time; Non-exempt

**Starting pay rate for Non-Certified Police Officers:**

- Without POST Certification: \$18.70 per hour
- With POST Certification and completion of field training pay rate increases to \$19.70 per hour

**Work Schedule:** 12-hour overnight shift, 6:00 pm to 6:00 am

**Position is open until filled**

**About This Opportunity:** Performs protective service work enforcing laws, investigating criminal activity, ensuring safety of public, maintaining records and files, testifying in court (including municipal court), preparing reports, and related work as apparent or assigned.

**Essential Functions:**

- On an assigned shift, operates patrol vehicle or specialized police equipment or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Interviews victims and witnesses to obtain additional information regarding crime, accident, violation, etc.
- Investigates crimes; collects evidence; conducts searches.
- Responds to radio dispatches and answers calls and complaints; serves warrants, summons, etc.; completes arrest records.
- Makes arrests and testifies in court; prepares incident and various special reports.
- Enforces traffic laws; investigates accidents; issues traffic citations.
- Participates in a variety of in-service and special training programs.
- Provides police escorts, directs traffic; performs residential and commercial security checks.
- Responds to and investigates domestic disputes; assists other law enforcement agencies when assigned.
- May be assigned to investigations, traffic, community policing or other technical or special support operation.

**Knowledge, Skills, and Abilities:**

- Some knowledge of police methods, practices, and procedures; some knowledge of the geography of the Town and location of important buildings.

- Some knowledge of the rules and regulations of the Department along with Town ordinances, State and Federal laws.
- General knowledge in preparing reports and the use of standard office equipment and associated software (e.g., Watson and Microsoft Office).
- Knowledge of the proper handling of firearms and operation of police vehicles.
- Ability to understand and carry out oral and written instructions.
- Ability to deal professionally, courteously and fairly 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 establish and maintain effective relationships with associates and the general public.

### **Physical Requirements:**

- Regular exertion of up to 25 lbs. of force, frequent exertion of up to 50 lbs. of force, and occasional exertion of over 100 lbs. of force.
- Repetitive standing, sitting, stooping, kneeling, climbing, or balancing, crouching, or crawling, pushing, or pulling, lifting, and reaching. Requires ability to taste, smell and use of hands to handle or feel.
- Close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- 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.
- Exposure to humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration, blood borne pathogens, and the risk of electrical shock.
- Ability to work at heights and in confined spaces.
- Physical endurance and agility.

### **Education and Experience**

- Must be a high school graduate or possess the equivalent of a high school diploma.
- (Preferred) P.O.S.T. Certified or have successfully completed a Basic Law Enforcement Training Academy.

### **Special Requirements**

- Must be at least 18 years of age.

- Must be a citizen of the United States or a permanent legal resident of the U.S. who is an honorably discharged veteran of the United States armed forces pursuant to T.C.A. 38-8-105(d).
- Must not have been released or discharged from any of the armed forces of the United States under any conditions other than honorable.
- Not have been previously decertified as a law enforcement officer by the Commission and not have previously voluntarily surrendered his/her certification as a law enforcement officer.
- Obtain Police Officer Standard Training certification within one year of hire.
- Completion of NCIC certification within six months of hire.
- Possession of a valid Tennessee driver's license.

**How to Apply:** A Town of Bluff City employment application is required for consideration. An electronic application is available on our website, [www.bluffcitytn.gov](http://www.bluffcitytn.gov). Please submit your application by email to [kmorris@bluffcitytn.gov](mailto:kmorris@bluffcitytn.gov), or in person. Paper applications are available at Town Hall located at 4391 Bluff City Hwy, Bluff City, TN 37618.