



POLICE OFFICER

FLSA Status: NE

GENERAL DESCRIPTION

Officers trained in law enforcement work, crime detection and prevention and who have been given authority to maintain the peace, safety and order of the community. A police officer is responsible to the Lieutenant of Patrol and Patrol Sergeant. All police officers shall at all times take appropriate action to preserve the peace, protect life and property, prevent crime, arrest violators of the law and enforce State laws and City codes in accordance with Department regulations, policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Meets all standards of police officer as defined above.
- Patrols a designated area of the City by radio equipped car or on foot to discover, prevent and deter the commission of crimes and enforce criminal law.
- Directs traffic and enforce traffic ordinances.
- Responds to calls involving automobile accidents, fire, domestic and neighborhood disturbances, assaults, burglaries, thefts and other misdemeanors and felonies.
- Secures the scene of the crime, administer first aid, conduct preliminary investigations, gather evidence, obtain witness statements and make arrests.
- Processes complaints and investigations involving the enforcement of all laws and codes and any violations thereof.
- Interviews persons with complaints and make proper disposition or direct to the proper authorities.
- Demonstrates continuous effort to improve operations and to provide a high level of customer service.
- Carries out orders received from superior officers.
- Updates supervisor of activities while on duty.
- Submits accurate reports depicting actual facts of an investigation as it transpired.
- Prepares for and testifies in court proceedings, both civil and criminal resulting from previous cases as necessary.
- Operate a patrol car and maintain department equipment as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)

QUALIFICATIONS

Knowledge/Skills/Abilities:

- Knowledge of and/or the ability to learn: Department rules and City laws and regulations, Tennessee State Statutes (civil and criminal), City codes, geographical layout and boundary lines of the City, and civil liabilities.
- Ability to make decisions in accordance with State laws, City codes and Departmental rules and regulations, as well as operate and maintain Department equipment, maintain good public relations, make split-second decisions and maintain a professional image.
- Candidate must be skilled in the operation of all assigned equipment, which includes computers, motor vehicles, firearms and non-lethal weapons.
- Ability to understand and carry out oral and written orders.

- Ability to prepare clear and concise written reports and documents, to include punctuation, spelling and grammar context.
- Ability to effectively use firearms and other equipment.
- Ability to work or be available days/nights/weekends/holidays.
- Ability to establish and maintain effective working relationships with employees and the general public.

Education and Experience:

- Graduation from high school or possession of an acceptable equivalency diploma.
- Possess a current P.O.S.T. certification in Tennessee, unless department sponsored.
- Be at least twenty-one (21) years of age and a citizen of the United States.
- Not have been convicted of a felony or misdemeanor involving “moral turpitude” as the term is defined by law and not have been released or discharged under any other than honorable conditions from any of the armed forces of the United States.
- Be free of all apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.
- Candidate is required to pass all background checks along with successful passing of drug test, physical Exam and psychological evaluation.

(A comparable amount of training, education and/or experience may be substituted for the above qualifications.)

Licenses and Certifications:

Possession of or ability to obtain a valid Tennessee driver’s license by date of hire.

PHYSICAL REQUIREMENTS

(Occasional=1-3 Hrs; Frequent=3-5 Hrs; Constant=5-8 Hrs – Per Work Day)

Must pass the Department’s physical test and minimum requirements. Frequent exertion requiring using up to 20 pounds of force and occasional exertion of 50 lbs of force. Constant wearing of approximately 15 to 20 pounds of equipment. Occasional running, climbing over fences and walls to subdue suspects. Constant sitting in patrol car while driving. Must have the physical ability to operate all required police equipment. Manual dexterity to use handcuffs, light flares, fire weapon, perform CPR, etc. Occasional lifting objects and/or persons in excess of 50 pounds. Occasional standing for extended periods of time while directing traffic. Frequent exposure to extreme weather conditions such as heat, cold, rain and potentially dangerous environments.

Reviewed by: _____ (printed name)

Signature: _____

Date: _____