

**JOB TITLE:** POLICE OFFICER

**PREPARATION DATE:** March 15, 1995

**REVISION DATE:** July 9, 2014

**DEFINITION:**

This employee is responsible for protection of the life and property of the citizens of the city. Employee is under the direct supervision of the Police Chief and the superior shift supervisor. Expected to perform his or her duties according to state laws, city ordinances and the policies and procedures of the police department. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. However, the employee is frequently required to use independent judgment in order to complete tasks.

**EQUIPMENT/JOB LOCATION:**

The employee will operate a variety of equipment including firearms, radio and communications equipment, police vehicles, radar, drug test kit, computer, and fingerprinting and emergency equipment.

The demands of this position can be stressful both mentally and physically. Employee may be required to run, jump, bend, climb, crawl, squat, lift and carry heavy objects. Will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Patrols, by foot or motor vehicle, the streets of the city, places of businesses, and residential districts enforcing city ordinances and state laws.

Investigates suspected crimes, reports findings, and arrests suspected individuals.

Investigates accidents involving persons or property, reports probable cause of accidents, and pursues appropriate course of action.

Answers dispatched calls.

Directs and controls traffic.

Testifies in court or legal proceedings.

May issue parking tickets.

Maintains all law enforcement equipment.

Provides specialized instruction and makes presentations to school classrooms, community groups, and others.

Assists other departments or agencies with law enforcement activities.

May perform emergency first aid.

Keeps records.

Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND ABILITIES:**

Knowledge of the local jurisdiction, city ordinances, and state and federal laws.

Effective methods of investigation.

The court system and presentation of evidence in court proceedings.

Geography of the city.

Methods of first aid.

Ability to react quickly and calmly in emergency situations and to determine the proper course of action.

Ascertain facts by personal contact, observation, and the examination of records.

Explain and interpret pertinent provisions of laws, ordinances and regulations.

Enforce laws firmly, tactfully, equally, and with respect for the rights of others.

Develop skill in the use and care of firearms.

Establish and maintain an effective working relationship with the public and other employees. Contact with the general public, in a variety of circumstances, is frequent.

Understand and execute difficult oral and written instructions and guidelines.

**QUALIFICATIONS:**

Must possess a valid Tennessee driver's license.

Any combination of training and experience equivalent to:

Graduation from high school.

Must complete a basic police training course within one year of employment.

Must meet the Minimum Standards POST Law (TCA 38-112-106).