

# INTERNAL JOB ANNOUNCEMENT

March 18, 2024

**Position:** Police Officer

**Salary Grade:** 9

**Department:** Police

**Closing Date:** 3/29/2024 @ 5:00 pm

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## Police Officer

### General Definition of Work

Performs protective service work enforcing laws, investigating criminal activity, ensuring safety of public, maintaining records and files, testifying in court, preparing reports, and related work as apparent or assigned. Work is performed under the regular supervision of the Police Sergeant.

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, pushing or pulling and repetitive motions, frequent standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and lifting and occasionally requires climbing or balancing; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is regularly exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

### 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, school resource policing, traffic, 5th Judicial Drug Task Force, 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 City and location of important buildings; some knowledge of the rules and regulations of the Department along with City ordinances, State and Federal laws; general knowledge in preparing reports; general knowledge in the use of standard office equipment and associated software (e.g. TITAN, Winsoms and Microsoft WORD); skill in the use of firearms and the 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 make arithmetic computations; ability to compute rates, ratios and percentages; ability to establish and maintain effective relationship with associates and the general public.

### Education and Experience

High school diploma or GED and minimal experience in law enforcement, or equivalent combination of education and experience.

### Special Requirements

- Obtain Police Officer Standard Training certification within one year of hire.
- Completion of NCIC training within two years of hire.
- Possession of an appropriate driver's license valid in the State of Tennessee.

**To be considered for the position**, an Internal Application for Promotion or Transfer must be completed and received in Human Resources by the closing date. Applications for employees who have been in his / her position for less than 1 year must have Managing Director signature.