

Police Officer

Classification Title: Police Officer
Department: Police
Wage Category: Non-Exempt
Reports to: Police Sergeant

PURPOSE OF CLASSIFICATION

Under general supervision performs intermediate protective service work involving a variety of general or support duty police assignments.

DISTINGUISHING FEATURES OF WORK

An employee of this class performs law enforcement and crime prevention work; patrol an assigned area for the prevention of crime and the maintenance of law and order; to perform investigative work and other special assignments; and to perform a variety of technical law enforcement tasks.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Patrol city, respond to service requests; enforce laws and ordinances; make arrests, testify in court; prepare records and files.

Seek solution to possible problem 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, First Aid, use AED equipment, 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.

Assists with criminal investigations, conducts stakeouts, assists with presenting evidence, interviewing victims and witnesses, performs property and evidence duties.

Prepares detailed reports on activities and assignments.

Inspects vehicles and notifies garage of defective patrol units.

May be required to perform supervisory duties in the absence of a superior officer.

Participates in a variety of in-service training programs.

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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.

Performs related tasks as required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

Knowledge, Abilities and Skills: General knowledge of police methods, practices and procedures; general knowledge of the geography of the City, related county areas, and location of important buildings; general 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; skill in the use of firearms and the operation of motor vehicles; good physical conditions.

Physical Requirements: 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; and 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.

Work Environment: 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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Training and Experience: High school diploma or GED.

Necessary Special Conditions: 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 18 years of age and meet the physical, psychological and criminal records and other standards for the assignment established by the White House Police Department.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or work conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of White House reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City. I understand that I may be required to work hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor does it alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of White House has a similar right.

Signature

Date