

TOWN OF SPRING CITY

POLICE OFFICER

DEFINITION

This employee is responsible for protection of the life and property of the citizens of the Town of Spring City. This employee is under the direct supervision of the Chief of Police and/or the superior supervisor. The employee is 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 judgement in order to complete tasks.

ESSENTIAL FUNCTIONS OF THE JOB:

- Patrols, by foot or motor vehicle, the streets of the Town of Spring City, places of business, and residential districts enforcing city ordinances / code enforcement 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 citations
- Maintains all law enforcement equipment
- May provide 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
- May provide animal control services
- Serves as dispatcher
- Operates a computer
- Keeps records
- Performs related work as required
- Must deal effectively with citizen problems regarding criminal cases
- Deals effectively with Citizen Complaints regarding police procedures
- Establishes and maintains effective working relationships with county, state and federal authorities, other employees, and the general public

- Must react quickly and calmly in emergency situations to determine proper course of actions
- Ability to ascertain facts by personal contact, observation and the examination of records
- Performs related work as assigned

REQUIRED KNOWLEDGE AND ABILITIES

- Ability to prepare and effectively present oral or written information
- Knowledge of the local jurisdiction, city ordinances, and state and federal laws
- Knowledge of effective methods of investigation
- Knowledge of the court system and presentation of evidence in court proceedings
- Knowledge of the geography of the city
- Knowledge of methods of first aid
- Ability to react quickly and calmly in emergency situations and to determine the proper course of action
- Ability to ascertain facts by personal contact, observation, and the examination of records
- Ability to explain and interpret pertinent provisions of laws, ordinances and regulations
- Ability to enforce laws firmly, tactfully, equally, and with respect for the rights of others
- Develop skill in the use and care of firearms
- Ability to 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
- Thorough knowledge of the principles and practices of modern police organization, administration, and methods
- Thorough knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration
- Knowledge of the city's provision of emergency procedures
- Ability to evaluate situations and make decisions
- Ability to express ideas clearly, concisely, and convincingly
- Ability to keep records and make reports

QUALIFICATIONS

- Must be a high school graduate or equivalent
- Must have a valid Tennessee Driver's license
- Must pass pre-employment drug screen by licensed physician
- Must pass a medical examination by licensed physician
- Must have completed and/or will complete prior to employment a Psychological Evaluation by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields, and must be certified as meeting the following criteria;

Pursuant to Tennessee Code Annotated, Section 38-8-106 and/or Section 8-8-102, applicants for police certification must be free from any disorder as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association

- Must have completed a POST approved Police Academy with a satisfactory score in all fields, including firearms qualifications, physical education, and defensive techniques. Or must complete a POST approved Police Academy within six months of employment
- Must meet the Minimum Standards P.O.S.T. Law (T.C.A. 38-112-106)

SPECIAL DEMANDS:

- This is a full-time hourly position and must have the ability and willingness to be on-call should it be necessary
- Employees may also be subject to schedule changes and/or extended working hours.
- The employee will operate a variety of equipment including firearms, taser, 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.
- The employee may be required to run, jump, bend, climb, crawl, squat, sit and/or stand for long periods of time, and lift or carry heavy objects.
- The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.
- May be exposed to loud noises