

PATROL OFFICER

POSITION: 2009

SALARY GRADE:

NON-EXEMPT

General Statement of Duties: Performs intermediate police work as a Police Officer; does related work as required.

Distinguishing Features of the Class: A Police Officer is responsible for the rapid and efficient performance of specialized duties under emergency conditions involving personal hazard. The work is normally performed under the supervision of a superior officer, but the Police Officer may frequently have to use independent discretion in emergencies.

Essential Duties and Responsibilities:

- maintains high level of visibility on patrol of the business and residential communities
- operates a patrol vehicle in a safe manner under emergency and normal conditions
- investigation of; property crimes, crimes against persons, complaints for misdemeanor and felony offenses, and conducts interviews in criminal investigations
- conducts follow-up investigations on assigned cases to disposition
- enforces traffic laws by, issuing citations for parking violations, hazardous and non-hazardous traffic violations and working radar for speed zones
- responds to and handles domestic situations as well as; assault and fight calls
- responds to and secures traffic crash scenes as well as investigation of crashes with personal injury and property damage
- responds to and handles unusual occurrences (e.g., riots, severe weather, active shooter)
- assists police components as needed (e.g., CID, DTF, SWAT) and other entities (e.g., Animal Control, Dept. of Children's Services)
- promotes favorable public relations by assisting citizens with advice and concern
- represents the Police Department in a professional manner of appearance and image
- completes all paperwork; i.e., incident reports, arrest reports, accident reports, traffic citations, case files in an accurate, concise and organized manner
- enforces the laws and ordinances of the city and the state and meets the requirements for yearly in-service training and recertifications
- takes proper care of Patrol vehicle, uniforms and other equipment and firearms that are assigned
- prepares for court appearances and court testimony
- provides medical assistance to victims on crimes and crash scenes
- provides assistance to emergency medical personnel when dealing with violent and/or mentally disturbed persons
- provides backup function when required for calls for services
- maintains public order through active zone patrol
- may be assigned to K-9, evidence, crime prevention, school resource, accreditation, crime analysis, bicycle, evidence or other special duties
- obtains and serves warrants, assists other agencies in warrant service, makes arrests, and provides credible testimony in court
- performs related tasks as required

Required Knowledge, Skills and Abilities: General knowledge of police work techniques, processes and procedures. Thorough knowledge of basic English, grammar, spelling and punctuation sufficient to accurately complete reports and take notes. Ability to read and interpret complex written materials such as; general orders, laws and ordinances, publications, crime maps and charts, etc. Ability to evaluate completeness and accuracy of written materials such as: forms, warrants, citations, etc. Ability to memorize physical descriptions, distinguishing characteristics, aliases of people and or objects presented in writing. Ability to complete standardized forms and reports accurately. Ability to arrange and communicate ideas and information in a clear and concise manner. Ability to operate two-way radio communications. Ability to demonstrate proficiency in the use of firearms and less-lethal weapons. Ability to translate one's observations of incidents, persons, situations, etc. into writing. Ability to orient oneself to a particular geographic area. Ability to apply general rules to specific problems or situations to come up with logical answers. Ability to deal calmly and rationally with irate or unreasonable individuals. Ability to establish priorities and make correct decisions based on available information. Thorough understanding of the NIMS System. Thorough knowledge of the use of PDA. Completion and maintenance of NCIC certification.

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Acceptable Experience and Training: Completion of high school diploma or approved GED certificate and some experience as a Police Officer. Two years of course work in criminal justice or related field desirable, or any equivalent combination of training and experience.

Additional Requirements: Successful completion of POST-State Police Academy. Possession of a valid driver's license issued by the state of Tennessee. Successful completion of the Civil Service examination process for the City of Newport.

Other Requisites: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking or running over rough or uneven surfaces, bending, stooping, crouching, crawling, balancing, pushing, pulling, fighting, working in confined spaces and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both. Giving and understanding vocal instructions in a clear and comprehensive manner.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions (cold, rain, fumes, chemical sprays). May be exposed to blood borne pathogens and is required to wear personal protective equipment. Work is sometimes conducted under considerable personal risk or hazard.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires taste perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Employee Signature _____ Date Received: _____

Witness _____ Date Delivered: _____