

COOPERTOWN POLICE DEPARTMENT

Patrol Officer Job Description

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY:

Under general supervision, to perform law enforcement and crime prevention work for the protection of life and property; to maintain order, enforce laws and ordinances, protect life and property within the City by performing a combination of duties: suppressant crime patrol, directing traffic, issuing citations, summonses, investigating traffic accidents, apprehending and arresting suspects, processing prisoners, and protecting crime scenes; and to perform general and specific assignments from superior officers in accordance with established rules and procedures; provide quality police service to all citizens, visitors, and businesses in an efficient and professional manner. Perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Patrol Sergeant. This position does not supervise any other position. However, this position is responsible for any Reserve/Auxiliary Officers assigned to ride with the Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

- Patrols the City and receives dispatched calls for service to help prevent crime, aid citizens needing assistance, and arrest violators of the law
- Enforces traffic laws and provides escorts to ensure safe motor vehicle operation throughout the City
- Prepares written reports as required by specific assignments
- Answers, screens, and refers calls from citizens requesting police services
- Investigates reports of criminal activity, interviews victims and witnesses, seeks, gathers and submits evidence for processing, interrogates suspects and arrests suspected offenders
- Testifies in court as required
- Instructs citizens, businesses, schools, and civic organizations about methods and techniques that may help prevent one from becoming a victim of crime
- Participates in community-based policing strategies and programs
- Responds to emergency calls and routine complaints and disturbances and takes necessary action
- Directs and escorts traffic, operates traffic radar monitoring equipment and issues traffic citations
- Conducts investigations of traffic accidents and crimes against persons and property

- Questions witnesses, complainants, victims, and suspects and takes statements
- Chases and apprehends suspects
- Processes prisoners, which could include fingerprinting, photographing, enduring magistrate warnings by a judge, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to an appropriate facility
- Shares information and works with other law enforcement agencies as directed and appropriate
- Assists EMS personnel, firefighters, animal control, and City departments as required
- Conducts security checks of businesses and residential areas on patrol route
- Fosters good police-community relations among residents and civilian population
- Monitors roadway and weather conditions, reporting any potential problems to appropriate agencies
- Other duties as assigned

MINIMUM JOB REQUIREMENTS:

- Be at least twenty-one (21) years of age;
- Be a citizen of the United States;
- Be a high school graduate or possess equivalence. No waivers will be granted for minimum education requirements (A bachelor's degree in criminal justice and/or additional certifications are a plus);
- Possess a valid driver's license.
- Be able to pass a polygraph examination.
- Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
- The agency must present a copy of any DD-214s, DD-215s and DD873s along with the application for certification.
- Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor and other alcoholic beverages or controlled substances;
- The commission may consider a waiver from pre-employment requirements for a person who has been convicted of, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor and other alcoholic beverages or controlled substances when the offense was classed as a misdemeanor.
- No waiver shall be granted while officer is under the jurisdiction of the court or considered on probation, whether supervised or unsupervised, and in the case of "driving while intoxicated" the officer shall have met all the requirements of the Tennessee Department of Safety and have been restored his/her permanent driving privileges under the laws of the State of Tennessee.
- No waiver will be granted for a narcotics violation that could result in a felony charge.
- The agency must present a written request for waiver for these charges and provide a copy of the final court disposition of the case.
- Have his fingerprints on file with the Tennessee Bureau of Investigation;
- Have passed a physical examination by a licensed physician;
- Have good moral character as determined by a thorough investigation conducted by the employing agency; and/or the POST Commission; and

- Have been certified by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person's ability to perform an essential function of the job, with or without a reasonable accommodation.
- Not have been previously decertified as a law enforcement officer by the POST Commission.
- Not have previously voluntarily surrendered their certification as a law enforcement officer.

Knowledge of:

Principles and practices of modern law enforcement, which includes patrol, crime prevention, traffic control, investigation and identification techniques, pertinent local, Federal and State laws, ordinances and court decisions with specific reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies including rules of evidence related to search, seizure, and preservation of evidence in traffic and criminal cases. Geography of the City, principles and practices of hazard and safety management.

Ability to:

Ability to see. Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the English language. Ability to type and operate a computer. Ability to communicate in the English language under strained circumstances. Ability to demonstrate manual dexterity, strength and proficiency by qualifying with firearms as required by the State of Tennessee and the Coopertown Police Department. Ability to stand and walk for extended periods of time. Ability to rise, kneel and crawl unaided. Ability to twist upper body without injury. Ability to coordinate two or more physical operations simultaneously. Ability to work outdoors in adverse weather conditions involving heat and cold. Work a varied schedule. Ability to control emotions under stressful conditions. Ability to interact with coworkers to accomplish work. Ability to show independence and autonomy. Ability to make quick and sound decisions in stressful situations. Ability to understand and follow City/Departmental policies, rules and regulations. Ability to identify and distinguish between primary colors. Ability to work effectively around mechanical hazards. Ability to pass an extensive background investigation conducted by the Coopertown Police Department. Ability to pass a medical examination, polygraph, psychological and/or drug screen if required by the City of Coopertown and/or the State of Tennessee. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Ability to crouch and/or stoop. Ability to walk and run unaided for specified distances. Ability to withstand the physical strain of police work. Deal firmly and tactfully with the general public. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Prepare clear and concise technical reports.