

## Police Officer

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Patrols city and responds to service requests;
- Enforces laws and ordinances;
- Makes arrest;
- Testifies in court;
- Prepares records and files;
- Operates patrol vehicle on assigned shift to observe for violations of traffic laws, suspicious activities, or persons and disturbances of law and order;
- Responds to radio dispatches, answers calls and complaints;
- Issues citations to violators;
- Serves warrants;
- Provides police escorts and directs traffic;
- Performs residential and commercial checks;
- Fills out arrest records, fingerprints, photographs, etc.; performs prisoner security functions; completes traffic accident investigations;
- Reports unsafe conditions existing in streets or other public facilities;
- Assists with criminal investigations, conducts stakeouts, assists with presenting evidence, interviewing victims and witnesses, performs property and evidence duties;
- Inspects vehicles and notifies garage of necessary maintenance required;
- Participates in a variety of in-service training programs;
- Assists in training other officers;
- Performs supervisory duties in the absence of superior officer as assigned;
- Completes assignments to crime prevention, community policing, field training, special operations, technical support, or investigation operations as assigned;
- Performs Animal Control Officer duties in their absence;

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

General knowledge of:

- police methods, practice and procedures;
- Microsoft Office Suite computer applications, i.e. Word, Excel and Outlook
- Basic knowledge of T.I.T.A.N. software and Records Management Software, is preferred (training will be given)

Ability to:

- write legibly and speak clearly;
- type reports using various computer programs;
- understand and carry out verbal and written instructions and prepare clear comprehensive reports;
- deal courteously but firmly with the public;
- analyze situations and adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;
- Satisfactorily complete post-employment offer: physical exam, drug screen and background check.

Skills in:

- the use of firearms
- the operations of motor vehicles;
- interpersonal communication and conflict management;
- the use of all other Law Enforcement related equipment;

**EDUCATION and/or EXPERIENCE:**

- Must have a high school diploma or GED; AND
- Have 3 years of full time (40 hour per week) responsible work experience; OR
  - at least 2 years of active military duty and must not have been released or discharged under other than Honorable from any of the Armed Forces of the United States; OR
  - A 2-year Associate’s degree or higher;

**LICENSES & CERTIFICATIONS:**

- Meet Minimum Standard Law (TCA 38-8-106) requirements (see attached);
- Meet the physical, psychological, criminal records and other standards for the assignment established by the Portland Police Department;
- Possess a valid Driver’s License;
- Must be a citizen of the United States;
- Must have an excellent work and attendance record;
- Current P.O.S.T. Certification.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to see, hear and talk as described below and perform the physical activities marked:

- Hear at normal levels in order to receive detailed information through verbal communications and/or to make fine distinction in sound;
- Visual acuity, with or without corrective lenses, for night vision, peripheral vision, preparing and analyzing written or computer data; and inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicle or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.
- Speaking clearly and concisely with appropriate volume and emphasis in both one-on-one and group situations.

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing			X
X	Walking/Running			X
X	Climbing: Stairs, Ladders, walls	X		
X	Sitting			X
X	Balancing		X	
X	Bending/Stooping/Kneeling/Crawling		X	
X	Twisting		X	
X	Squatting		X	
X	Grasping/Squeezing/feeling		X	
X	Repetitive movements w/hands			X
X	Reaching/working overhead	X		
X	Lift &/or carry up to 20 lbs.			X

X	Lift &/or carry up to 50 lbs.		X	
X	Lift &/or carry up to 100 lbs.	X		

- Police officers will be required to use physical force from time to time to subdue and apprehend suspects. Must have strength and stamina to pursue on foot, take down suspect and restrain appropriately.
- Police officers will be required to have strength & stamina to drag/carry another person for wellbeing or welfare.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The officer is subject to inside and outside environmental conditions, extreme weather, atmospheric conditions, noise, traffic and other hazards;
- Officer may be exposed to blood borne pathogens and is required to wear specialized PPE (Personal Protective Equipment).
- Works under very stressful conditions;
- Work nights, weekends, and holidays as required;
- All telephone, radio and in-building conversations are recorded;
- Subject to call out on any day, at any time.

**Job Description Acknowledgment:** I understand that ***this job description is not a contract of employment*** with the City of Harriman and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Harriman may assign other duties as needed. I have received a copy of the Certified Police Officer job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Certified Police Officer job as it is described in the job description above.

**Employee Name (Please Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Sign and date job description and include it with your application. Make a copy for your records.**