

POLICE OFFICER

PURPOSE OF JOB

This job receives general supervision and reports to the highest-ranking on-duty Management-level Police Supervisor or an Administrative-level Police Supervisor. Work performed to protect life and property by enforcing all City statutes/ordinances and State laws/regulations for which the Police Department is accountable; performs related work as required.

EQUIPMENT/JOB LOCATION

- The employee will operate law enforcement equipment including police cars, mobile radios, walkie-talkies, records, fingerprinting equipment, cameras, camcorder, VCR's, typewriters, computers, tear gas equipment, batons, other forensic equipment and lethal weapons such as pistols, shotguns and rifles
- The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations
- The demands of this position can be stressful both mentally and physically

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES OF THE JOB

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

- Enforces all City and State codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security
- Patrols the streets of the City, places of business, and residential districts via motor vehicle, bicycle or on foot; makes police presence known in a manner that contributes to deterrence of law violations
- Prevents/investigates commission of crime; apprehends criminals and offenders; writes citations and makes arrests as appropriate
- Investigates accidents involving persons or property, reports probable cause of accidents, and pursues appropriate course of action
- Investigates minor criminal infractions not assigned to the detective division.
- Responds to major call/complaints involving automobile accidents, misdemeanors, and felonies
- Enforces vehicle parking and operating laws; uses radar units to enforce speed laws, concentrating efforts on high-accident locations, citizen complaint locations, and locations where officers have observed high speed issuing traffic summons for violations
- Establishes traffic control and police protection at incidents attracting crowds; performs police duties at parades, processions and other events; provides security/escort services to individuals, businesses or others appropriate
- Examines premises of unoccupied buildings/residences to detect suspicious conditions; reports safety hazards associated with facilities serving the public (e.g. deficient streetlights, signs, road surfaces, etc.)
- Provides assistance to motorists as appropriate
- Confers with staff, police officers and others necessary to obtain information or resolve problems; contacts command/supervisory personnel by radio, telephone, pager/beeper, voicemail, email, etc., for emergency response and critical incident communications

- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio to radio communications
- Provides assistance to other officers as needed; substitutes for co-workers in temporary absence of same; performs flexible unit assignments as needed in emergency response
- Responds to questions, complaints and requests for information/assistance by telephone or in person from the general public, court personnel, employees, officials, or other persons
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel, employees, officials, or other persons
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner
- Prepares reports, logs, citations, and other documentation; maintains files and logs; performs other clerical duties
- Maintains current manuals, policies/procedures, bulletins, map books, etc., for reference and/or review
- Maintains assigned law enforcement equipment
- Attends shift meetings, training sessions and seminars as required to remain knowledgeable of City/departmental operations, to promote improved job performance, and to stay current with changing policies and procedures, codes, and criminal/civil case law
- Testifies in court or legal proceedings

ADDITIONAL JOB FUNCTIONS

- Provides specialized instruction and makes presentations to school classrooms, community groups, and others
- Maintains all law enforcement equipment
- Assists other departments or agencies with law enforcement activities
- Performs other duties as necessary

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the court system and presentation of evidence in court proceedings
- Knowledge of City ordinances, State and Federal laws, and supreme court rulings that affect law enforcement
- Knowledge of OSHA and TOSHA regulations
- Knowledge of effective methods of investigating
- Knowledge of geographic area of the City
- Knowledge of the occupational hazards and safety precautions
- Knowledge of modern police practices and methods used in crime investigation and the identification and presentation of physical evidence
- Ability to ascertain facts by personal contact, observation, and the examination of records
- Ability to react quickly and calmly in emergency situations and to determine proper course of action
- Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations
- Ability to enforce laws firmly, tactfully, and with respect for the rights of others

- Ability to learn to operate all law enforcement equipment required in the performance of required duties
- Ability to maintain a high level of discipline and morale
- Ability to qualify for use of firearms and other defensive equipment
- Ability to defend self and others without the use of deadly force
- Ability to keep accurate records and make reports
- Ability to tolerate high levels of stress and react quickly and calmly in emergency situations and to determine proper course of action
- Ability to communicate clearly and effectively orally and written
- Ability to establish and maintain an effective working relationship with the other city officials, county, state and federal authorities, the public, and other employees

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Any combination of training and experience equivalent to:

- Must meet or exceed the standards which include the following requirements:
 1. Be at least 21 years of age
 2. Be a citizen of the United States
 3. Be a high school graduate or possess equivalency
 4. Not have been convicted of or pleaded guilty to or entered a pleas 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 or controlled substances
 5. Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States
 6. Have his/her fingerprints on file with the Tennessee Bureau of Investigation
 7. Have passed a physical examination by a licensed physician
 8. Have good moral character as determined by a thorough investigation conducted by the employing agency
 9. Be free of all apparent mental disorders as described in the Diagnosis and Statistical Manual of Mental Disorders, Third Edition (DSM-11) of the American Psychiatric Association. Applicants must be certified as meeting these criteria by a qualified professional in the psychiatric or psychological fields
- Must successfully complete the department's Field Training Program
- Must successfully complete a basic police training course as certified by the POST Commission within 6 months
- Possession of a valid Tennessee operator's license
- Must serve a one year new-hire period subsequent to commissioning
- Must be examined by a City designated physician to make a determination if applicant will be able to perform all essential duties required of this position
- **Must be physically able to complete a job task related physical abilities exam yearly.**
- Must be able to qualify with approved firearms according to departmental policy
- Must pass a drug screen.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, police bicycle, computer, calculator, copy machine, telephone, camera, video camera, tape recorder, two-way radio, radar gun, baton, handcuffs, gun/firearm, etc. Physical demand requirements are at levels of those for very heavy work.

STANDING/WALKING:

Patrol Duties: Stands and Walks on concrete or asphalt pavement or uneven, unpaved surfaces about 30% of the day. Distance is normally 1,000 feet or less at any one time.

Office Duties: Stands and walks on concrete, vinyl, and carpeted floors about 10% of the day. Distance is normally 100 feet or less.

SITTING:

Patrol Duties: Sits in a patrol vehicle 60% of the day.

Office Duties: Sits in the office for report writing and meetings about 20% of the day in chairs normally at a table or using a computer terminal.

CARRYING:

May routinely carry objects of varying sizes and weight up to 1,000 feet in distance. Objects may be of different substances or shapes. Some carrying may be under emergency conditions.

LIFTING:

May routinely lift objects as part of regular duties (i.e., drawing firearm or baton). Lifting does not normally require anything over shoulder height. May include lifting persons in custody, unconscious, et cetrea. Weights range up to 250 pounds, but routinely weigh 10 to 50 pounds.

PUSHING/PULLING:

May be required to pull weights up to 180 to 250 pounds under emergency/arrest conditions. Routinely may push/pull objects weighing 10 to 50 pounds, or push a vehicle short distances.

BENDING:

From the waist to pick up or lay down an object. May be down on knees for short time periods, as duties require.

REACHING:

Patrol Duties: Reaching will be required under emergency/arrest conditions. Measurement of the degree is not possible to quantify. Reaching frequently in patrol vehicle for radio or siren/light bar controls is 2 feet or less. Will provide traffic direction and control, this requires extensive use of hand and arm signals for periods varying from 5 minutes to 1 hour.

Office Duties: Some reaching required while changing into uniform, reaching for office supplies across a table. Reaching is not normally required for distances over 3 feet.

TWISTING:

Patrol Duties: Twisting will be required under emergency/arrest conditions. Measurement of the degree is not possible to quantify. Twisting in the patrol vehicle is 60% to one side or the other as well as some twisting is involved in entering/leaving vehicle.

Office Duties: Twisting is required sitting at a table or desk as officer reaches for the phone or supplies. Twisting in this environment is 45% to one side or the other.

CLIMBING – HEIGHT:

Patrol Duties: On/over various building surfaces, fences, walls (approximately 6 feet high), etc. Climbing stairs between building levels common part of daily routine; slope/number of steps varies, depends on situation. May be under emergency conditions.

Office Duties: There is minimal exposure to this activity.

CRAWLING:

Patrol Duties: May be required in emergency situations. Surfaces may vary, inside/outside, environments. Distance normally limited to less than 10 feet.

RUNNING:

Patrol Duties: Running may be required for short distances to escape from or reach an incident scene or in the process of arresting a suspect.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical or administrative information relating to law enforcement. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, direction, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Require the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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