



JOB DESCRIPTION

POLICE PATROLMAN

Class Number: 4- Full Time

Department: Police Department

FLSA Status: Non-Exempt

SUMMARY

Under supervision of Chief of Police, performs a wide variety of responsible law enforcement work maintaining the safety and security of businesses and private residences and assisting with laws enforcement activities for the citizens of Dandridge. Activities associated with the job include the routine patrol of businesses and neighborhoods, investigation of complaints, criminal activity and accidents, prosecution of criminal and civil cases, preparation of reports and other documentation and the apprehension of individuals suspected of criminal activity. Service of civil and criminal warrants is assigned by administrative and command staff as needed. Job related responsibilities are potentially hazardous and require considerable knowledge and expertise in law enforcement, good organizational, interpersonal and decision making skills and sufficient strength and agility to perform physically demanding aspects of the job. Job performance is reviewed by the Chief of Police through analysis of crime prevention and apprehension activities, ability to interact successfully with constituents and other law enforcement/emergency personnel, organizational and decision making skills and expertise in law enforcement and crime prevention disciplines.

Essential Duties and Responsibilities

Duties may include, but are not limited to, the following:

- Conducts patrols of commercial property and private neighborhoods to ensure the safety and security of residents, visitors and business owners.
- Investigates citizen complaints and responds to calls for service to obtain information, conducts investigations and determines the appropriate level of intervention and/or law enforcement action(s).
- Responds to radio dispatches and answers calls and complaints.
- Prepares reports and other documentation to support law enforcement activities and prepares evidence for judicial and court proceedings.
- Works with community groups and serves on various boards and committees as directed by the Chief of Police.
- Investigates traffic accidents and controls the flow of traffic around accident sites and other road hazards.
- Assists property and/or business owners with crime prevention techniques and programs to enhance security for their property.
- Apprehends individuals suspected and/or accused of criminal activities and provides safe custody to the appropriate correctional facility.
- Provides assistance to individuals in distress and/or in need of help.
- Executes civil and criminal warrants as assigned through court and command staff.

- Conducts radar checkpoints and issues traffic citations for speeding, failure to wear seatbelts and other motor vehicle operation violations.
- Attends juvenile, criminal, sessions, and city court proceedings to provide testimony and/or submit evidence.
- Responds to domestic and other volatile situations and attempts to resolve them or at a minimum prevent further escalation.
- Participates in training sessions to obtain and/or maintain required certifications.
- Inspects all equipment and vehicles utilized on a daily basis to ensure proper maintenance and repair
- Prepares escorts for funeral processions, parades, special events, etc.
- Inspects public and/or private property and businesses upon request.
- Prepares reports of daily activities.
- Maintains public order at special events and community activities.
- Performs related duties as required.

QUALIFICATIONS/GUIDELINES

Knowledge, Skills and Abilities:

- Considerable knowledge of Federal Law, Tennessee Code Annotated Sections 39 and 55 pertaining to civil and criminal law, local statutes and ordinances.
- Considerable knowledge of Dandridge ordinances and Police department policies and procedures or the ability to acquire this information within 60 to 90 days.
- Considerable knowledge of civil and criminal court proceedings, presentation of allowable evidence and testimony, and service of criminal and civil warrants.
- Considerable knowledge of contemporary law enforcement practices including surveillance techniques, apprehension of criminals and suspects, obtaining and service of warrants and regulations pertaining to motor vehicle registration and operation.
- Considerable knowledge of common first aid practices and procedures pertaining to exposure to dangerous pathogens.
- Considerable knowledge of evidence handling and collection practices and methods.
- Considerable knowledge of the geographical area including all major streets, highways and thoroughfares.
- Considerable knowledge of officer safety techniques and practices.
- Considerable knowledge of domestic violence and child/elderly abuse procedures.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations to ensure the safety of concerned parties.
- Ability to perform the physically demanding requirements of the job in a variety of weather conditions.
- Ability to interact in a professional and tactful manner with co-workers, clientele, emergency management personnel, perpetrators and local governmental and judicial officials.
- Ability to plan and organize job related assignments and activities to meet expected levels of performance, imposed deadlines and reporting requirements.
- Ability to make appropriate and timely decisions based upon all obtainable information relevant to the situation.
- Ability to acquire and utilize new job related information as required.
- Ability to comply with departmental physical training and/or testing requirements.
- Skill in the use of modern law enforcement weapons including handguns, rifles and shotguns and non-lethal law enforcement devices.
- Skill in the use of modern law enforcement protective devices, chemical sprays, radar equipment, radios, sirens and other emergency equipment.
- Skill in the operation of law enforcement vehicles and driving at high rates of speed.

Education and/or Experience

Graduation from an accredited high school (Associate Degree preferred), supplemented with additional course work/training in crime prevention and/or law enforcement. Considerable knowledge of criminal and civil law or any equivalent combination of education and experience to provide knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

All Police Department personnel are required to maintain the highest standards of integrity, honesty and ethical behavior and conduct themselves in a professional and courteous manner at all times whether or not they are performing job related duties.

Must be at least 21 years of age.

Certification by a qualified professional in the psychiatric or psychological fields as free of all apparent mental disorders as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.

Certification by a licensed physical designated by the agency as physically capable of performing necessary duties.

Fingerprints must be on file with the Tennessee Bureau of Investigation.

Must be a United States citizen.

Cannot have been convicted or plead guilty, or entered a plea of nolle contendere to any felony charge or to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonest, gambling, liquor or controlled substance.

Cannot have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States.

Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.

P.O.S.T. certification.

Firearm certification.

Radar certification.

Taser certification.

Aggressor control spray certification.

*Note: Must obtain a minimum of 40 hours in service training per year to maintain certification(s).

ESSENTIAL ELEMENTS

Physical Demands

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, fingering, grasping and feeling. Vocal communication is required for conveying detailed or important instructions to others accurately, loudly, and/or quickly. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles and/or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Incumbents are subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. They may be exposed to blood borne pathogens and are required to wear specialized personnel protective equipment.

Work Environment

Considerable work with public and staff; verbal, face-to-face and telephone contact.

Stress Factors

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public.

Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment. Ability to work with those who may have differing opinions and maintain cooperative working relationships.

Signature/Approval Upon Hiring

Employee

Date

Department Head

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.