

CITY OF BRENTWOOD, TENNESSEE

JOB DESCRIPTION

Job Title: Police Officer

Department: Police

Date: Revised October 2016

Reports To: Lieutenant - Field Operations

Purpose of Job

The purpose of this job is to protect life and property by enforcing all City statutes/ordinances and State laws/regulations for which the Police Department is accountable. Duties and responsibilities include patrolling assigned locations; discovering and preventing commission of crime; apprehending criminals and offenders; writing citations and making arrests; conducting investigations; mediating disputes; administering first aid; performing traffic control functions; preparing/maintaining documentation; and providing information/assistance to the general public.

Essential Duties and Responsibilities

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.

May supervise, direct and evaluate assigned staff; may assign work and provide assistance/guidance.

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 designated areas via motor vehicle or on foot; makes police presence known in a manner that contributes to deterrence of law violations.

Prevents/discovers commission of crime; apprehends criminals and offenders; writes citations and makes arrests as appropriate.

Responds to calls/complaints involving automobile accidents, misdemeanors and felonies.

Conducts accident/criminal investigations; locates and questions witnesses, victims or other persons and takes statements; interrogates suspects; collects evidence; examines records; testifies in court; serves warrants, obtains subpoenas and makes arrests; conducts surveillance; works undercover; prepares detailed investigative reports.

Intervenes in fights/disputes which cause disturbances/confusion; mediates disputes.

Administers first aid as appropriate.

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.

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 as 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 as necessary to obtain information or resolve problems; contacts command/supervisory personnel by radio, telephone, pager/beeper, voice mail, etc., for emergency response and critical incident communications.

Communicates effectively and coherently over law enforcement radio channels while initiating and responding 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, news media, 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; returns calls as necessary.

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.

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.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Sixty credit hours of college education, or thirty credit hours and two years experience as certified police officer or military police officer, required. Requires Police Officer certification by the State of Tennessee within a reasonable period of time. Requires a valid Driver's License.

**(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, computer, calculator, copy machine, telephone, camera, video camera, tape recorder, two-way radio, radar gun, baton, handcuffs, gun/firearm, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

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, directions, instructions, and methods and procedures related to the job of Police Officer. 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 the job of Police Officer.

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: Requires 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 the job of Police Officer.

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

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the City and Police Department practices as they pertain to the performance of duties relating to the job of Police Officer. Has considerable knowledge of local ordinances and of law enforcement practices, policies and procedures as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to follow all precautionary measures when dealing with suspects who are known to be dangerous. Is able to remain calm in emergency and/or life threatening situations.

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The City of Brentwood 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. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date