

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: POLICE OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform responsible, general duty police work in protecting the life, persons, and property of the citizens of the Town of Collierville through even handed enforcement of laws and ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Works under the supervision of a senior officer to enforce all applicable codes, ordinances, laws and regulations, including traffic, criminal, and civil, in order to protect life and property, prevent crime, and to promote public safety and security.

Patrols in assigned area of the Town during a specified period in a motor vehicle or on foot; operates stationary radar and other specialized law enforcement equipment for traffic control; checks vacant residences or unattended commercial and industrial buildings to detect any suspicious activity.

Conducts criminal investigations and/or responds to dispatched calls involving narcotic, vice, homicide, rape, assault, abduction, missing persons, juvenile, child abuse/neglect, abuse of elderly, auto/property theft, burglary, robbery, gang activity, vandalism, arson, financial, embezzlement, fraud, forgery, internal affairs, or other crimes.

Performs vice control or suppression work investigating persons and places suspected of being engaged in gambling, prostitution or other illegal activities.

Collects, prepares, and preserves evidence and organizes testimony for presentation in court; makes court appearances to testify on behalf of the Town; performs preliminary and follow-up investigative work; gathers evidence, takes photographs at investigative scenes and may find, discover, and preserve latent fingerprints; protects and preserves crime scenes; interrogates and interviews witnesses, victims, suspects, and other persons.

Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, assessing physical injuries, administering CPR or first aid, or extinguishing small fires.

Provides assistance or backup support to other officers, emergency medical providers, fire department personnel, state/federal law enforcement agencies, other law enforcement agencies, or other public service agencies: provides emergency response on a twenty-four hour basis as needed.

Issues and/or serves arrest warrants, search warrants, subpoenas, or other documentation as needed.

Performs public service duties: provides general assistance to the public, such as providing directions, inspecting residential/business properties, assisting stranded motorists, providing general information pertaining to safety, juvenile problems, civil/criminal matters, legal assistance, ordinances, or other issues; assists in providing information about various law enforcement activities to organized groups or the general public.

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, surveillance van, firearms, chemical weapons, emergency equipment, surveillance equipment, crime scene vacuum, hood vent, patrol unit camera, photographic equipment, tape recorder, video recorder, night vision scope, audio/video transmitters, receiver, metal detector, radio/communications equipment, radar/laser equipment, alcohol testing equipment, testing kits, processing kits, handcuffs, restraining devices, baton, flashlight, fire extinguisher, measuring devices, fingerprint brushes, casting kits, Kevlar vest, gas mask, helmet, safety equipment, or hand tools.

Inspects/maintains assigned police vehicle, uniform, weapons, or other equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, congested traffic, adverse weather conditions, and emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, logs, checklists, case files, investigative reports, crime analysis summaries, offense reports, supplemental reports, crime scene reports, intelligence reports, surveillance reports, criminal history requests, confidential information files, crime scene reports, sketches, witness observation forms, property receipts, Miranda waiver forms, firearm use reports, use of force reports, domestic violence forms, missing person reports, field interview reports, citations, summonses, warrant requests, pickup slips, affidavits, extradition waiver forms, inventory records, vehicle maintenance requests, work injury reports, vacation/leave requests, or other documents.

Receives various forms, reports, correspondence, investigative reports, offense reports, supplemental reports, internal/external police agency reports, crime stopper reports, crime scene reports, evidence, photo logs, property receipts, witness statements, audio/video tapes, surveillance tapes, photographs, sketches, criminal history reports, driver history reports, BOLO notices, bulletins, credit reports, laboratory reports, medical examiner reports, medical records, fingerprint records, handwriting samples, pawn records, financial records, telephone records, forged documents, employment records, Beer Board applications, employment applications, citations, summonses, subpoenas, court dispositions, court records, crime statistics, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, database, e-mail, Internet, or other computer programs.

Monitors inventory of department equipment and supplies: conducts periodic inventory counts; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement materials.

Maintains records, logs, and files of work activities: maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio: provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisors, officers, employees, dispatchers, other divisions/departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, informants, school personnel, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to law enforcement issues and activities: mediates civil disputes; provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; assists in creating public awareness programs; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, gang awareness, safety, and related issues.

Assists in providing training for new recruits, patrol officers, outside agencies, Citizens Police Academy students, and other individuals or organizations.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; encouraged to participate in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

May participate in conducting tours of the Police Station to schoolchildren or in other public crime safety education programs.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires a High School diploma or GED; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Incumbents must be a citizen of the United States of America. Applicants who are a Veteran must possess an Honorable Discharge and provide a DD214. Must possess upon hire or complete within six (6) months of hire the State of Tennessee Police Officer P.O.S.T certification and maintain appropriate certification throughout employment. Must possess and maintain a valid driver's license. Officers may establish residency in Tennessee, Mississippi, or Arkansas so long as he/she is able to respond to duty within one (1) hour. Must be in compliance with TCA 38-8-106.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds), may occasionally involve heavier objects and materials (up to and possibly exceeding 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, explosives, firearms, or rude/irate and/or combative customers.

APPROVALS

James Lewellen, Town Administrator

Jay Jeffries, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.