**PATROL OFFICER**

**Job Title:** Patrol Officer

**Department:** Police

**Reports To:** Police Sergeant

**FLSA Status:** Non-exempt

**Modified Date:** September 4, 2021

**SUMMARY DESCRIPTION**

The Patrol Officer is responsible for the protection of life and property of the citizens of the Town of Erwin. This employee is under the direct supervision of the Police Sergeant. The Patrol Officer is expected to perform his/her duties according to state laws, town ordinances and the policies and procedures of the police department. Instructions to the employee are somewhat general, but many aspects of the work follow standardized guidelines. However, the employee is frequently required to use independent judgement in order to complete tasks.

**DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Patrols, by foot or motor vehicle, the streets of the town, places of business, and residential districts enforcing town ordinances and state laws.
2. Investigates accidents involving persons or property, reports probable cause of accidents, and pursues appropriate course of action.
3. Answers dispatched calls.
4. Directs and controls traffic.
5. May issue parking tickets.
6. Assists other departments or agencies with law enforcement activities.
7. Testifies in court and legal proceedings.
8. Keeps records and prepares reports.
9. May provide animal control services.
10. May provide emergency first aid.
11. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties*

**Knowledge of:**

* Local jurisdiction, city ordinances, and state and federal laws.
* The court system and presentation of evidence in court proceedings.
* Geography of the city.

**Ability to:**

* React quickly and calmly in emergency situations and to determine the proper course of action.
* Explain and interpret pertinent provisions of laws, ordinances and regulations.
* Ascertain facts by personal contact, observation, and the examination of records.
* Enforce laws firmly, tactfully, equally, and with respect for the rights of others.
* Develop skill in the use and care of firearms.
* Understand and execute difficult oral and written instructions and guidelines.
* Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines -** *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and Training**

High School Diploma or GED.

**Experience**

N/A

**License or certificate**

Possession of a valid Tennessee Driver’s License.

CPR, AED

Must complete a basic police training course within 6 months of employment.

Must meet the Minimum Standards POST Law (TCA 38-112-106).

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

*The conditions herein 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 job functions.*

**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 employee will operate a variety of equipment including firearms, radio and communications equipment, police vehicles, radar, and fingerprinting and emergency equipment. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

**Physical:**

*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.*

Must possess the dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform the physical functions of the job. The employee is regularly required to see, talk, and hear and perform the physical activities marked below. The demands of this position can be stressful both mentally and physically. The employee may be required to run, jump, bend, climb, crawl, squat, lift and carry heavy objects.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  | x |
| X | Climbing: Stairs &/or Ladders | x |  |  |
| X | Sitting | x |  |  |
| X | Balancing | x |  |  |
| X | Bending/Stooping/Kneeling | x |  |  |
| X | Twisting | x |  |  |
| X | Squatting | x |  |  |
| X | Grasping/Squeezing | x |  |  |
| X | Repetitive movements w/hands | x |  |  |
| X | Reaching/working overhead |  | x |  |
| X | Lift &/or carry up to 25 lbs. |  |  | x |
| X | Push &/or pull up to 25 lbs. |  |  | x |

***Job Description Acknowledgment***: I understand that ***this job description is not a contract of employment*** between the Town of Erwin and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the Town may assign other duties as needed. I have received a copy of the 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 job as it is described in the job description above.

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

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date (Employment, Transfer, Revised Job Description):**

\*Management has the right to add or change these duties of the position at any time.