

## City of Sparta Job Description

**Job Title:** Police Officer

**Department:** Police

**Reports To:** Police Chief

**FLSA Status:** Nonexempt

**Approved By:**

**Approved Date:** November 25, 1998

### **SUMMARY**

Patrols assigned beat on foot, on motorcycle, or in patrol car to control traffic, prevent crime or disturbance of peace, and arrest violators by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Familiarizes self with beat and with persons living in area; patrols assigned area by foot or motor vehicle.

Warns or arrests persons violating city ordinances or State laws; notes suspicious persons and establishments and reports to superior officer.

Reports hazards; notifies public works department of location of abandoned vehicles to tow away.

Renders first aid at accidents, investigates causes and results of accident involving persons or property; reports probable cause of accidents, and pursues appropriate course of action.

Directs and reroutes traffic as required.

Responds to calls of disturbances.

Investigates suspected crimes, reports findings, and arrests suspected individuals.

Inspects public establishments requiring licenses to ensure compliance with rules and regulations.

Issues tickets to traffic violators; checks for outstanding warrants; serves warrants.

Makes related court appearances; cooperates with attorneys.

Writes and files daily activity report with superior officer.

Operates and maintains law enforcement equipment including radios, vehicles, computers, and firearms.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE**

Knowledge of City ordinances and State laws; familiarity with court system and presentation of evidence in court proceedings.

Ability to ascertain facts by personal contact, observation, and examination of records.

Ability to enforce laws forcefully, tactfully, and with respect for the rights of others.

Effective interpersonal skills to work well with other employees and the general public.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must be at least 18 years of age. High school diploma or general education degree (GED); Associate's or Bachelor's degree preferred.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have his or her fingerprints on file with the TN Bureau of Investigation.

Must possess a valid TN vehicle operator's license.

Must be a US citizen.

**OTHER**

Must not have been convicted of a felony or serious misdemeanor involving moral turpitude as defined by the law. Must not have been released or discharged under any other than honorable conditions from any of the Armed Forces of the United States.

Must pass a post employment offer medical examination by a licensed physician; must pass a drug test as prescribed by the city's drug testing policy.

Must have good moral character as determined by a background investigation.

Must be free of all mental disorders as described in the Diagnosis and Statistical Manual of Mental disorders Third Edition (DSM-11) of the American Psychiatric Association as determined by a qualified professional in the psychiatric or psychological fields.

Must complete a POST approved Police Academy with satisfactory scores in all fields, including firearms qualifications, physical education, and self defense.

**PHYSICAL DEMANDS** 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.