

**Town of White Bluff  
Position Description**

**Title: Police Officer  
Division/Department: Police Department**

**Definition**

This employee is under structured supervision consisting of a chain of command. His/her duties include responsibility for the prevention and suppression of crime, protection of life and property, and the preservation of the peace. His/her duties include, but are not limited to, the following job description.

**Essential Functions of the Job**

Patrols, by whatever means are necessary to do the job, the streets of the Town, businesses, and residential areas enforcing Town Ordinances and State laws.

Investigates crimes and suspected crimes, reports findings both orally and in written form.

Arrests suspects where proper probable cause has been established through investigation and/or the issuance of an arrest warrant.

Investigates accidents involving persons and/or property, reports probable causes of accidents, completes accident reports as required by State law and pursues appropriate court of action.

Investigates minor criminal infractions not assigned to another officer.

Directs and controls traffic to include issuance of summons for violations.

Testifies in court or other legal proceedings.

Assists with medical emergencies as required.

Operates and maintains all applicable law enforcement equipment.

Serves arrest warrants and/or search warrants

May serve as an O.I.C. (Officer in Charge) in the absence of a designated Shift Supervisor.

May serve as a Department Instructor in specific area of expertise (i.e. firearms, defensive tactics, intermediate weapons, investigations, etc.).

May serve in specialized positions such as Detective, DARE/School Resource Officer, or Training Officer subject to requirements in Police Manual.

All other duties as listed in the department manual.

Other duties as assigned.

### **Equipment**

The Police Officer must be skilled in the use and care of any equipment necessary to complete the job to the best of the officer's ability, any time, any place, and under all conditions.

Equipment commonly used would include, but not be limited to, the following:

Patrol vehicle, radios, radar gun, firearms, medical equipment, intermediate force weapons, restraint devices, cameras, various measuring devices, TCA (Tennessee Code Annotated), other reference materials.

Operates computer and other office equipment.

### **Required Knowledge and Abilities**

Knowledge of the court system and presentation of evidence in court proceedings.

Knowledge of Town Ordinances and State laws.

Knowledge of effective methods of investigating.

Knowledge of geographic area of the Town.

Knowledge of White Bluff Police Department Policy and Procedure

Ability to react quickly and calmly in emergency situations and to determine proper course of action.

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

Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.

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

Ability to learn to operate all law enforcement equipment required in the performance of required duties in a safe and professional manner.

Ability to understand and follow oral and written instructions.

Ability to develop and maintain a minimum level of physical fitness. (Standards as defined in the Police Policy and Procedures Manual.)

Ability to establish and maintain an effective working relationship with the public and other employees.

Ability to develop, achieve and maintain minimum levels of basic firearms skills. (Standards as defined in the Police Policy and Procedures Manual.)

Ability to write effective, clear, and concise reports regarding all citizen complaints and

investigations conducted.

### **Physical Demands**

Intermittently sitting, standing, or stooping.

Lifting heavy objects (more than 70 pounds).

Work is typically performed outdoors and regardless of weather.

### **Qualifications**

At least 21 years of age.

A citizen of the United States.

A high school graduate or possess equivalency.

Not have been convicted of or pleaded guilty to or entered a plea of *nolo contendere* to any felony charge or to any violation of any Federal or State laws or Town Ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances, and not have been released or discharged under any other than honorable conditions from any of the armed forces of the United States.

Have his fingerprints on file with the Tennessee Bureau of Investigation.

Have passed a physical examination by a licensed physician.

Have good moral character as determined by a thorough investigation conducted by the employing agency.

Be free of all apparent mental disorders as described in the Diagnosis and Statistical Manual of Mental Disorders, Third Edition 9DMS-11 of the American Psychiatric Association. Applicants must be certified as meeting these criteria by a qualified Town designated professional in the psychiatric or psychological fields.

Must successfully complete a basic police training course as certified by the POST Commission.

Possession of a driver's license valid in the state of Tennessee.