

JOB TITLE: Police Officer - Uncertified

PD/12

DEPARTMENT: Police, City of Hendersonville

JOB SUMMARY: This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES:

- o Patrols an assigned zone on foot and by vehicle to detect and deter criminal activity and traffic violations.
- o Responds to calls relayed by dispatchers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, animal complaints, code complaints, EMS calls, public service duties, stranded motorists, and others.
- o Responds to traffic accidents; investigates collisions and accidents involving fatalities, personal injuries, and hit-and-run drivers; investigates traffic hazards.
- o Conducts investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- o Apprehends, arrests, processes and transports offenders, including fugitives; subpoenas witnesses; obtains and serves warrants.
- o Transports prisoners, victims, or members of the general public as required.
- o Provides assistance and backup support to other officers and emergency service providers as necessary.
- o Assists motorists; conducts radar speed enforcement on public roadways.
- o May patrol waterways.
- o May provide first-aid and CPR to victims as necessary.
- o Provides traffic direction as needed for accident scenes and special events such as parades, funerals, athletic events, and school crossings.
- o Locates, captures, and transports wild and domesticated animals in the absence of animal control personnel.

- o Responds to hostage or barricaded subject situations requiring team activities.
- o May perform investigative duties on a rotating basis.
- o *Provides credible testimony* in judicial proceedings as necessary.
- o Completes all required reports and forms, including accident and incident reports.
- o Inspects and maintains assigned patrol car, uniform, and equipment.
- o May assist with training of department personnel.
- o Checks vacant residences and businesses.
- o Serves criminal and court-related paper work.
- o May supervise a K-9 unit; ensures compliance with K-9 standards.
- o Attends ongoing training classes as required.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and department policies and procedures.
- o Knowledge of traffic accident investigation techniques and procedures.
- o Knowledge of the geography and streets of the city.
- o Knowledge of first-aid and CPR techniques.
- o Knowledge of boating rules and regulations.
- o Knowledge of the court system and judicial procedures.
- o Skill in operating police vehicles, firearms, pepper spray, baton, and emergency equipment.

- o Skill in operating radios and communications equipment.
- o Skill in operating radar equipment.
- o Skill in the operation of police boat.
- o Skill in evidence packaging.
- o Skill in restraining persons without causing physical harm.
- o Skill in controlled substance field testing.
- o Skill in the use of a computer.
- o Skill in interpersonal and public relations activities.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for accuracy, compliance with procedures, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, department policies and procedures, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance helps ensure the safety and well-being of citizens and contributes to the efficient and effective operation of the department.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, interview persons, resolve problems, and negotiate or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, running, climbing, bending, crouching or stooping. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and use the physical force necessary to arrest and restrain persons.

**WORK ENVIRONMENT:** The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o High School Diploma or GED.
- o No experience requirements.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Tennessee for the type of vehicle or equipment operated.
- o Ability to meet current police standard requirements set forth by the state of Tennessee.