

POLICE OFFICER

JOB DESCRIPTION AND QUALIFICATIONS

The Town of Pittman Center is seeking highly motivated persons for a career in law enforcement in a positive, professional environment.

Job Description:

The purpose of this job is to protect life and property by enforcing all City statutes/ordinances and State law/regulations for which the Police Department is accountable. Duties and responsibilities include patrolling assigned locations; discovering and preventing commission of crime; apprehending criminals and offenders; writing citations and making arrests; conducting investigations; mediating disputes; administering first aid; performing traffic control functions; preparing/maintaining documentation; and providing information/assistance to the general public.

The applicant must currently be TN POST certified and in good standing with TN POST. The Town of Pittman Center is an Equal Opportunity Employer.

Starting Pay:

Certified Police Officers may begin above the starting pay rate based on their level of experience. 37K-40K/year salary depending on experience.

Illustrative Examples of Work

- Assumes responsibility for patrol operations and criminal investigations
- Performs daily patrol duties including but not limited to patrol of businesses and residential neighborhoods, and school zones to insure the safety and security of residents, visitors and business owners.
- Investigates citizen complaints and responds to calls for service to obtain information, conducts investigations and determines the appropriate level of intervention and/or law enforcement action(s).
- Responds to radio dispatches and answers calls and complaints.
- Prepares reports and other documentation to support law enforcement activities and prepares evidence for judicial and court proceedings.
- Works with community groups and serves on various boards and committees as directed by the Chief of Police, Town Administrator or the Board of Mayor and Aldermen.
- Investigates traffic accidents and controls the flow of traffic around accident sites and other road hazards.
- Assists property and/or business owners with crime prevention techniques and programs to enhance the security for their property.
- Issues traffic citations for speeding, failure to wear seatbelts and other motor vehicle operation violations.
- Attends juvenile, criminal, sessions and city court proceedings to provide testimony, submit evidence, and assist with court proceedings, etc.
- Responds to domestic and other volatile situations and attempts to resolve them or at a minimum prevent further escalation.
- Participates in training sessions to obtain and/or maintain required certifications.
- Inspects all equipment and vehicles utilized on a daily basis to insure proper maintenance and repair.
- Provides escorts for funeral processions, parades, special events, etc.

- Inspects public and/or private property and businesses upon request.
- Prepares reports of daily activities and enters the information into computer databases.
- Maintains public order at special events and community activities.
- Prepares reports and correspondence in response to inquiries or investigations.
- Provides assistance and advice for especially volatile situations and requests back-up when required.
- Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement as directed by Chief of Police.
- Prepares reports and other documentation to support law enforcement activities and prepares evidence for judicial and court proceedings.
- Participates in the apprehension of individuals suspected and/or accused of criminal activities and provides safe custody and transportation to the appropriate criminal facility.
- Provides assistance to individuals in distress or in need of help;
- Performs related duties as required.

Necessary Requirements of Work

Graduation from high school and basic police recruit school or other approved police academy; sufficient strength and agility to perform the job in a variety of weather conditions; strong interpersonal, organizational decision making skills; ability to interact and communicate effectively with local, state and regional law enforcement personnel, local officials and the public; knowledge of criminal and civil law or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of Federal Law, Tennessee Code Annotated Sections 39 and 55 pertaining to civil and criminal law, local statutes, and ordinances.
- Considerable knowledge of Pittman Center ordinances and Police Department policies and procedures or the ability to acquire this knowledge with 60 days.
- Knowledge of OSHA rules and regulations for the abatement of methamphetamine production sites.
- Knowledge of civil and criminal court proceedings, presentation of allowable evidence and testimony and service of criminal and civil warrants.
- Knowledge of contemporary law enforcement practice including surveillance techniques, apprehension of criminals and suspects, obtaining and service of warrants and regulations pertaining to vehicle registration and operation
- Knowledge of common first aid practices and procedures pertaining to the exposure to dangerous pathogens.
- Considerable knowledge of evidence handling and collection practices and methods.
- Knowledge of the geographical area including major streets, highways and thoroughfares, backroads and town limits or the ability to acquire this knowledge in 30 days.
- Considerable knowledge of domestic violence and child/elderly abuse procedures.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations to insure the safety of concerned parties.
- Ability to perform the physically demanding requirements of the job in a variety of weather conditions.
- Ability to interact in a professional and tactful manner with co-workers, clientele, emergency management personnel, perpetrators, and local governmental and judicial officials.
- Ability to make appropriate and timely decisions based upon all obtainable information relevant to the situation.

- Ability to make effective presentations to the public, civic groups, local officials, etc.
- Ability to acquire and utilize new job related information as required.
- Ability to comply with departmental physical training and/or testing requirements.
- Skill in negotiating potentially volatile situations to diffuse the parties involved.
- Skill in the use of modern law enforcement weapons including handguns, rifles and shotguns and non-lethal law enforcement devices.
- Skill in the use of modern law enforcement protective devices, chemical sprays, radar equipment, radios, sirens, and other emergency equipment.
- Skill in the operation of law enforcement vehicles and driving at high rates of speed.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds force constantly to move objects. Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, grasping, and feeling. Vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Incumbents are subject to inside and outside environmental conditions, extreme heat, noise, hazards and atmospheric conditions. They may be exposed to blood borne pathogens and are required to wear specialized personal protective equipment.

Necessary Special Requirements:

- Currently TN POST certified
- All Police Department personnel are required to maintain the highest standards of integrity, honesty and ethical behavior and conduct themselves in a professional and courteous manner at all times whether or not they are performing job related duties.
- TIES and NCIC certified.
- Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.
- Must meet Minimum Standards Law (TCA 38-8-106)
- Firearms certification
- Radar gun certification
- Aggressor control spray certification
- Intoximeter EC-IR Operator
- Must be at least 18 years of age
- Certification by a qualified professional in the psychiatric or psychological fields as free of all apparent mental disorders as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.
- Certification by a licensed physician designated by the agency as physically capable of performing necessary duties.

- Fingerprints must be on file with the Tennessee Bureau of Investigation.
- Must be a United States citizen.
- Cannot have been convicted or plead guilty, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
- Cannot have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States.
- Complete work the five year work history worksheet.

Note: Incumbents must obtain a minimum of 40 hours in service training per year to maintain certifications.

Note: This job description does not constitute an employment agreement between the Town of Pittman Center and the employee and is subject to change by the employer as the needs of the Town and requirements of the job change. This Town of Pittman Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

HEALTH INSURANCE

The following is the information for the current Health Insurance benefits for the Town of Pittman Center.

HUMANA MEDICAL PLAN & VISION PLAN

- The Group is The Humana National POS Plan
- In-Network Deductible for Individual \$1,500
- Maximum Out of Pocket for Individual is \$2,000
- Office Visits: Primary is \$30 and Specialist is \$50
- Co-Insurance In Network is 80% / 20% - Out of Network 50% / 50%
- Rx is Level 1 \$10 / Level 2 \$35 / Level 3 \$55 / Level 4 25%

Vision- Once Every 12 Months

- Exam \$10 Co-Pay
- Lenses 20% Discount
- Frames 20% Discount

BLUE CROSS DENTAL BLUE

- PPO Network
- Deductible is \$50 for Individual and \$150 for Family
- Exam and X-rays covered 100% Once Annually
- Cleanings Every 6 Months Covered 100%
- Must Meet Deductible for Basic Services then 90% is Covered
- Must Meet Deductible for Major Services then 60% is Covered
- Maximum Benefits in a Years' Time is \$2,000

Application for Employment

**PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER**

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE _____

SIGNATURE _____

Do Not Write Below This Line

DATE _____

INTERVIEWED BY _____

Remarks

NEATNESS			CHARACTER	
PERSONALITY			ABILITY	
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER _____

DEPARTMENT HEAD _____

GENERAL MANAGER _____

Five Year Previous Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

