

PATROL OFFICER

City of Athens Police Department

GENERAL DESCRIPTION: The position performs law enforcement duties, utilizing community policing while enforcing Federal and State laws and City ordinances. The position controls traffic flow, enforces State and local traffic regulations and performs investigative work. Reports to Patrol Sergeant.

NATURE OF WORK: Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures. Work is assigned by supervisor who provides general direction in following established practices and clear-cut policies. Supervisor's input generally occurs while work is in process. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. The employee has daily contact with other Department employees, employees in other organizations, and the public.

ESSENTIAL FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, integrity, and the ability to get along with others, are presumed qualities and may not be listed specifically. The essential functions identified for this job are:

- Performs preventative patrols, using judgment to patrol areas of potential criminal activity.
- Responds to routine and serious incidents; assumes control of situation prior to arrival of a supervisor; conducts preliminary investigations of criminal or other incidents; prepares clear and concise initial incident reports; assumes control of scene prior to arrival of investigators, if they are needed.
- Enforces City ordinances and State traffic codes by enforcing speed limits and parking regulations; issuing citations as needed or as directed; investigating automobile crashes, interviewing witnesses, gathering information, locating hit and run vehicles and making detailed crash reports.
- Acts as an information resource for visitors and community members; keeps abreast of Departmental and city activities.
- Testifies in City, County General Sessions/Criminal Court hearings and Grand Jury as required.
- Maintains assigned vehicle and equipment.

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KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: The employee uses and operates a variety of office and computer equipment and related software, communication equipment, and equipment generally associated with law enforcement, including firearms and protective equipment. The employee operates a vehicle.

Critical Skills/Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Thorough knowledge of City ordinances, State and Federal laws, and the ability to apply this knowledge in their enforcement.
- Thorough knowledge of safe driving principles and practices, and the ability to apply this knowledge while operating a vehicle under emergency and non-emergency situations.
- Thorough knowledge of City streets and businesses as required to effectively perform job responsibilities.
- Ability to safely operate and care for firearms.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain composure and effectively manage stressful situations.
- Ability to adapt to changing work environments.
- Ability to adapt to frequent shift and schedule changes.

Physical and Cognitive Abilities: See attached to Job Description.

Minimum Qualifications: A High School education plus related work experience. The employee must possess and maintain a valid Tennessee driver's license, and acquire and maintain training and certifications required for the position. Must be able and available to work days, nights, weekends and holidays.

SUPERVISORY RESPONSIBILITIES: The position is not identified as supervisory.

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SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee Date

Approved: _____
Supervisor Date

PHYSICAL/COGNITIVE ABILITIES SHEET

JOB POSITION: PATROL OFFICER		
STATEMENT	IMPORTANCE	FREQUENCY
Climbing Ability	Somewhat Important	1-25% of the time
Balancing Ability	Somewhat Important	1-25% of the time
Stooping Ability	Very Important	1-25% of the time
Twisting Ability	Somewhat Important	75-100% of the time
Kneeling Ability	Very Important	1-25% of the time
Crouching Ability	Very Important	1-25% of the time
Crawling Ability	Somewhat Important	1-25% of the time
Reaching Ability	Very Important	1-25% of the time
Standing Ability	Extremely Important	75-100% of the time
Walking Ability	Extremely Important	75-100% of the time
Running Ability	Very Important	1-25% of the time
Pushing Ability (Heavy)	Somewhat Important	1-25% of the time
Pushing Ability (Medium)	Very Important	1-25% of the time
Pulling Ability (Heavy)	Somewhat Important	1-25% of the time
Pulling Ability (Medium)	Very Important	1-25% of the time
Lifting Ability (Heavy)	Somewhat Important	1-25% of the time
Lifting Ability (Medium)	Very Important	1-25% of the time
Fingering Ability	Somewhat Important	1-25% of the time
Handling Ability	Extremely Important	1-25% of the time
Feeling Ability	Somewhat Important	1-25% of the time
Verbal Communication Ability	Extremely Important	75-100% of the time
Written Communication Ability	Extremely Important	75-100% of the time
Hearing Ability	Extremely Important	75-100% of the time
Repetitive Motion Ability	Extremely Important	1-25% of the time
Far Vision Ability	Extremely Important	75-100% of the time
Near Vision Ability	Extremely Important	75-100% of the time
Mid-Range Vision Ability	Extremely Important	75-100% of the time
Depth Perception Ability	Extremely Important	75-100% of the time
Visual Focus Ability	Extremely Important	75-100% of the time
Color Vision Ability	Extremely Important	75-100% of the time
Field of Vision Ability	Extremely Important	75-100% of the time
Sense of Smell	Extremely Important	1-25% of the time
Internal Work Environment	Somewhat Important	26-50% of the time
External Work Environment	Somewhat Important	26-50% of the time
Ability to work in temperatures below 32 deg.F	Extremely Important	1-25% of the time
Ability to work in temperatures above 100 deg. F	Extremely Important	1-25% of the time
Ability to work in conditions with continuous noise level	Somewhat Important	1-25% of the time
Ability to work in conditions with loud noise level	Somewhat Important	1-25% of the time
Ability to work under hazardous work conditions	Very Important	1-25% of the time
Ability to work under varying atmospheric conditions	Extremely Important	26-50% of the time
Ability to work under conditions subject to vibration	Not Important	1-25% of the time
Ability to work while wearing special equipment	Extremely Important	75-100% of the time
Ability to work while wearing body armor	Extremely Important	75-100% of the time
Reasoning Ability	Extremely Important	75-100% of the time
Basic Mathematical Skills	Very Important	1-25% of the time