



City of Mt. Juliet

Job Description

Job Title: Police Officer

Department: Police

Salaried: Non-Exempt

Full Time – Shift Varied

JOB SUMMARY:

The employee is responsible for work performed in the prevention, detection, and investigation of crimes and accidents. Duties also include protecting property, facilities, and people through the enforcement of laws and ordinances under the direct supervision of the assigned shift supervisor. Independent judgment is used according to the situation and sometimes different courses of action must be taken to complete the task.

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ESSENTIAL FUNCTIONS OF THE JOB:

- Must be able to fire a weapon accurately.
- Patrols the streets of the City, places of business, and residential districts enforcing City ordinances and State laws.
- Investigates suspected crimes, reports findings, and arrests suspected individuals.
- Investigates accidents involving persons or property, reports probable cause of accidents, and pursues appropriate course of action.
- Directs and controls traffic.
- Testifies in court or legal proceedings.
- Issues written citations.
- Operates and maintains all law enforcement equipment.
- Makes written accident reports.
- Must be able to defend himself/herself and others with and without the use of deadly force.
- Must have ability to react quickly and calmly in emergency situations and to determine proper course of action.
- Must make arrests when necessary.
- Must understand and enforce laws and ordinances.
- Must exert themselves physically for short periods of time, such as running and lifting.

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EQUIPMENT/JOB LOCATION:

The employee will operate law enforcement equipment including, police cars, emergency equipment, mobile radios, portable radios, recorders, finger printing equipment, cameras, camcorders, VCR'S, radar equipment, typewriters, tear gas equipment, batons and lethal weapons, such as, handguns, shotguns and rifles.

The demands of this position can be stressful both mentally and physically.

The employee may be required to run, jump, bend, climb, crawl, squat, lift and carry heavy objects.

The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

Keeps records and makes reports.

Works traffic during parades, ball games, etc.

Deals with citizen complaints.

REQUIRED KNOWLEDGE AND ABILITIES:

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.

Ability to understand and follow oral and written instructions.

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

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

Knowledge of City ordinances and State Laws.

Knowledge of geographic area of the City.

QUALIFICATIONS:

Must be at least 21 years of age.

Must be a high school graduate or equivalent.

Must be a citizen of the U. S.

Must not have been convicted of a felony or a serious misdemeanor involving Moral Turpitude as the term is defined by law, and not to have been released or discharged under any other than Honorable conditions from any of the Armed Forces of the U.S.

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

Must pass a medical examination by licensed physician.

Must pass a drug screen by a licensed physician.

Must have a good moral character as determined by investigation.

Must be free of all apparent mental disorders as described in the Diagnosis and Statistical Manual of Mental Disorders Third Edition (DSM-11) of the American Psychiatric Association and must be certified as meeting the criteria by a qualified professional in Psychiatric and Psychological fields.

Must complete a POST approved Police Academy with a satisfactory score in all fields.

Must possess a valid Tennessee operator's license.

