

PATROL OFFICER I & II

Nature of Work

This is general duty police work in enforcing laws and ordinances.

An employee of this class is responsible for the protection of life and property; for the prevention, detection, and investigation of crime; and for maintaining law and order. Work involves an element of danger and may be performed either in plain clothes or in uniform. The Patrol Officer is engaged in constant and varied contact with the public which requires the exercise of individual initiative. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures. Employees must, however, be able to react with discretion, dispatch, and authority in meeting emergencies. Work is reviewed through reports, inspections, and observation of results obtained. In the absence of, or at the direction of, a higher ranking officer, the Patrol Officer II will assume supervisory responsibility for the shift.

Illustrative Examples of Work

- Patrols the city to preserve law and order; enforces traffic laws and issues citations or warnings to violators; patrols school zones and high-activity areas; directs traffic; investigates traffic accidents, gives first aid to injured, and prepares reports.
- Establishes traffic controls and police protection at fires and other incidents; performs police and escort duties at parades, processions, and special events; controls school crossing traffic; checks and reports on deficient street lights, signs, and road surfaces; investigates citizen complaints, checks person engaged in suspicious activities.
- Checks doors and windows of business establishments and, as assigned, private homes; gives information to motorist concerning location of streets, routes, and buildings; answers miscellaneous service calls for citizens.
- Visits the scenes of crimes and accidents; searches for and preserves evidence; investigates clues; interviews principals, suspects, and witnesses; searches for and apprehends violators.
- Logs and safeguards property held as evidence; takes and develops photographs; takes fingerprints; checks criminal records.
- Apprehends persons, including juveniles, suspected of committing crimes or misdemeanors; confers with parents of juvenile delinquents and makes or suggests referrals to resource agencies.
- Participate in departmental training programs.
- Performs related work as required.

Desirable Knowledges, Abilities and Skills

- Thorough knowledge of the geography of the City, the location of important buildings, and of the street system.
- Knowledge of controlling laws and ordinances, particularly the laws of arrest and evidence.
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of citizens.
- Ability to analyze situations quickly and objectively, and to determine proper courses of action.
- Ability to understand and carry out oral and written instructions.
- Ability to write and speak effectively.
- Ability to acquire skill in the use and care of firearms, and in first aid practices.
- Ability to professionally and effectively testify in court.
- Ability to be courteous to the public.

Desirable Training and Experience

Graduation from high school, supplemented by specialized training in law enforcement; and some experience in work involving public contact. Candidates for this position must: 1) be 21 years of age and a citizen of the United States, 2) maintain a valid Tennessee Driver's License; and 3) graduate from the State Law Enforcement Academy within one year. Candidates for the position of Patrol Officer II must have served a minimum of three years as a Patrol Officer and have attend supplemental supervisory training courses.

