

**MORRISTOWN POLICE DEPARTMENT
PATROL OFFICER**

POSITION DESCRIPTION

Job Title: Patrol Officer
Job Number:
Department: Police
Division: Patrol Division
FLSA Status: Non-exempt

GENERAL PURPOSE

This position must be filled by a sworn officer and is a uniformed position. The main purpose of this position is to patrol assigned areas for law enforcement and to inspire a sense of security in the community. The job incumbent is responsible for (but not limited to) patrol, training, court, reports/documentation, and vehicle maintenance.

REPORTING RELATIONSHIP

The job incumbent reports to a Police Corporal

AUTHORITY

This is typically a non-supervisory position. Job incumbents may work with only occasional supervision since most duties are repetitive and related, with standard instructions and procedures as guides; unusual problems are referred, frequently with suggestions for correction.; works an assigned shift using own judgment in deciding course of action; handles difficult and emergency situations without assistance, as applicable.

MAJOR DUTIES AND TASKS

The following duties and tasks are listed in no particular order or rank; they are all essential to this position.

Patrol

- Patrol assigned geographic areas (streets, parks, commercial and residential areas) to identify and deter criminal activity (to prevent crimes/break-ins and/or to apprehend burglars, vandals, etc.) and public safety hazards and to provide police presence to inspire community sense of security;
 - Use Police Radio/Mobile Data Terminal (MDT) to maintain constant communications with dispatcher and fellow officers; continually advise dispatcher of individual status and location; monitor and stay abreast of on-going situations/developing or new activities document results of calls and assignments; coordinate activities with other officers or city departments, as needed, and exchange information with officers in other law enforcement agencies; request city vendor to transport vehicle to city impound lot for property that is seized and call 911 dispatcher for all other vehicles for transportation; verify proper registration; valid drivers' license.
 - Respond to radio dispatcher for all types of police service, such as complaints, accidents, robberies, civil disturbances, domestic disputes, civil disturbances, fights, drunkenness, missing children, prowlers, abuse of drugs, etc., and take appropriate law enforcement action, as applicable.
 - Render assistance to fire and EMS personnel as necessary

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- Intervene and mediate in crisis situations and all types of disputes; investigations of criminal offenses, missing persons, and all public incidents.
- Assist with DUI/Drug seizure of properties.
- Conduct follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrest offenders.
- Investigate traffic accidents (take measurements and draw diagrams of scene), render assistance/administer first aid, summons ambulances and other law enforcement vehicles, as applicable; interview victims/witnesses to gather information, establish traffic control and police protection; assist other Emergency Medical Service Personnel; other enforcement agents; fellow officers; Department Children Services; direct traffic as needed.
- Direct traffic, as applicable.
- Observe traffic to determine any moving traffic violations; use radar to check for speeding violations.
- Conduct traffic stops (i.e. suspicious activity, invalid registration, vehicle deficiencies)
- Conduct preliminary investigation at crime scenes and accidents, collect and preserve evidence, search scene of crimes for clues/evidence and document/tag and/or log evidence.
- Call for city vendor to transport vehicles to city impound lot for seized property; call 911 dispatcher for all other vehicles that need transported
- Serve warrants and summons, and/or forfeiture warrants, as required.
- Advise citizens as requested and appropriate for individual situations; provide citizens with information as applicable, and/or refer citizens with non-law enforcement problems to the appropriate social service agencies.
- Assist citizens with stalled vehicles, locked vehicles, etc.
- Check buildings and properties for possible criminal activities; check buildings on Watch Log, as applicable
- Check individuals/vehicles (heightened after midnight) for suspicious activities and/or outstanding warrants; conduct vehicle, residential, and/or personal searches as required.
- Arrest criminal and traffic violators; issue traffic citations, as applicable.
- Conduct welfare checks.
- Conduct/assist with DUI/Drug seizure of property.
- Check and report deficient street lights, signs, road surfaces obstructions in streets, etc.
- Interview victims and witnesses to obtain necessary information regarding crimes, accidents, law violations, etc.; help investigate crimes, help collect evidence; conduct searches, investigations, traffic accidents.
- Transport individuals to jail as required; transport prisoners, transport individuals to hospitals for mental evaluations, etc; provide police escort as applicable.
- Participate in shift briefings, as applicable.
- Document results of dispatched assignments; prepare written reports of offenses, accidents, arrests, and other incidents (i.e. public safety incidents).
- Accurately complete daily officer log.
- Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about departmental activities.

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Training

- Participate in a variety of initial and on-going in-service and special training programs;
 - Attend meetings, seminars, and other training classes to maintain current up-to-date Knowledge
 - Serve as field training officer if qualified and assigned.
 - Participates in training to maintain and enhance job related knowledge, skills, and abilities.

Court

- Be in attendance for testimony and to provide police presence for security in court
 - Prepare for court as applicable
 - Testify/present case to prosecutor and grand jury, as applicable.
 - Collect data necessary to build accurate and clear case files
 - Submit prosecution reports to the District Attorney's office
 - Obtain advice from the Attorney General regarding cases, Policies and procedures, as needed and as assigned.

Reports/Documentation

- Prepare a variety of reports and records including Officer's Daily Log, Investigation Reports, Field Interrogation Reports, Alcohol Reports, Influence Reports, Breathalyzer Checks, Bad Check Reports, Vehicle Impoundment Reports, Traffic Hazard Reports, etc.

Vehicle Maintenance

- Maintain departmental equipment, supplies, and facilities
 - Maintain vehicle and equipment in clean and working order
 - Ensure video/audio taping equipment is operating correctly
 - Ensure assigned vehicle is taken into shop as required for repairs
 - Check oil levels for correct amount of oil
 - Keep vehicle clean (wash as required)
 - Ensure vehicle has sufficient fuel for assigned shift.

Other

- Maintain departmental equipment, supplies, and facilities.
- Maintain normal availability by radio or telephone for consultation on major emergencies or other needs, as applicable.
- Maintain contact with general public, court officials, and other city officials in the performance of police operating activities.
- Operate a city vehicle, as applicable/required.
- Serve as a member of various committees, as applicable/required.
- Perform other related duties/tasks, as applicable/required.

The duties/tasks listed in this document are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties/tasks does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

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SKILLS/KNOWLEDGE/ABILITIES

Listed below are minimum skills, knowledge, and abilities required for successful job performance.

- General knowledge of police methods, practices and procedures
- General knowledge of the geography of the city and locations of important buildings
- Knowledge of police codes; applicable laws, ordinances, and department rules and regulations.
- Knowledge of general orders.
- Knowledge of Mobile Data Terminal (MDT) uses and operations.
- Knowledge of when and how to use a Tazer.
- Knowledge of when and how to use Police Baton.
- Knowledge of when and how to use Firearms.
- Knowledge of when and how to use Pepper Spray.
- Knowledge of when and how to use Police Radio.
- Knowledge of when and how to use Radar.
- Ability to communicate effectively orally and in writing.
- Ability to respond to rapidly changing situations appropriately.
- Ability to understand and carry out oral and written instructions
- Ability to prepare clear reports
- Ability to deal courteously but firmly with the public
- Ability to analyze data/situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to establish and maintain effective relationships with subordinates, peers and supervisors, and associates.
- Ability to multi-task.
- Ability to operate a motor vehicle.
- Ability to follow verbal and written instructions.
- Ability to use job related tools and equipment.
- Defensive driving skills.
- Investigative skills.
- Data gathering skills.
- Logical reasoning skills; ability to exercise sound judgment in evaluating situations and in making decisions.
- Problem Solving skills
- Interpersonal skills.
- Investigate skills.
- Interviewing skills.
- Skill in the use of weapons.
- Typing/computer skills.
- Good personal ethics.
- Report writing skills/good grammar/spelling.
- First responder training.

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COMPETENCIES

- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.
- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.
- **Safety and Security:** Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.
- **Planning and Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.

ADDITIONAL REQUIREMENTS

- Must be a U.S. Citizen.
- Must be able to read, comprehend, speak, and write English.
- Must possess a valid Driver's License, with no record of suspension or criminal histories.
- Must be able to meet the Department's standards for physical fitness and for appearance and grooming.
- Must be able to maintain a high level of discipline and morale.

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- Must have the ability to establish and maintain an effective working relationship with other city officials, county, state and federal authorities, the general public and other individuals, as applicable.
- Must strictly comply with all applicable laws, regulations, ordinances, policies, procedures, General Orders, and/or other stated requirements.
- Must be able to comply with all of the requirements for a commissioned law enforcement officer as contained in the Tennessee Code Annotated.
- Must be able to successfully complete a psychological profile as determined by a mental health professional designated by the city.
- Must meet Public Service Qualifications for Admission to Examination (entry level).
- Must have completed the TN POST basic law enforcement training certification or an equivalent certification.
- Must meet all minimum qualifications as set forth in the "Public Safety Qualifications and Standards, City of Morristown Civil Service Commission" Manual.
- Must meet all standards established by the Tennessee Police Officers Standards and Training Commission.

REQUIRED EDUCATION AND/OR EXPERIENCE

Refer to Civil Service Handbook.

TOOLS AND EQUIPMENT

Job incumbents may be required to use tools and equipment such as (but not limited to) police vehicle, mobile data terminal, police radio, video camera, radar gun, digital recorder, transmitting and receiving devices, digital camera, binoculars, night vision equipment, evidence bags, narcotic test kits, side handle baton, firearms (hand gun, rifle, shotgun), handcuffs, computer/keyboard, Tazer, pepper spray, telephone, fax machine breathalyzer, pager, first aid equipment, copier, printer, cell phone, fire extinguisher, crow/pry bar, gas mask, digital camera, OC gas, and security monitors.

PHYSICAL REQUIREMENTS

Job incumbents may be required to continually sit, drive (routine), talk or hear, and/or use hands and fingers. Job incumbents may also be required to frequently stand, or walk. Additionally job incumbents may be required to occasionally drive (emergency), climb or balance, kneel crouch, or crawl, reach with hands and arms, and taste and/or smell. Job incumbents must be able to lift, push, or pull up to and in excess of 100 pounds with or without assistance, if required, and may experience stress ranging from low to high. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

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Job incumbents are required to rotate shifts, and work overtime as the need arises, may have to answer subpoenaed appearances in court to testify in the prosecution of individuals charged with misdemeanor or felony offenses is a regular and ongoing occurrence and may occur on the police officer's day off or before and/or after a regularly scheduled work shift.

WORK ENVIRONMENT

Work may be performed in both indoors and outdoors and the job incumbent may be required to perform normal duties in inclement or severe weather conditions; tasks are performed from vehicles or on foot.

Work may involve an element of danger and requires physical strength and agility at times to apprehend or subdue persons suspected of crimes; job incumbents must have the ability to walk or run rapidly, engage in physical altercations and confrontations, subdue or calm a combative individual and to rescue victims. Job incumbents may be required to work near traffic/accident hazards; near moving mechanical parts, in high, precarious places; and with explosives and may be occasionally exposed to wet and/or humid conditions, fumes or air borne particles, toxic or caustic chemicals, vibration, insect stings, and temperature extremes; may be exposed to blood and communicable diseases; may encounter hostile or violent individuals; may be subject to verbal and/or physical attack or assault from individuals and/or may be subject to gunfire. The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATIONS

Job incumbent communicates with departmental personnel and general public continually, and communicates with courts frequently and other agencies on an occasional basis.

SELECTION GUIDELINES:

- The employee will be selected in compliance with the hiring practices of the City of Morristown's Personnel Department
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

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Approval: _____
Chief of Police

Approval: _____
Appointing Authority

Effective Date: _____

Review Date: _____

Revised Date: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.