

POLICE OFFICER

The Town of Signal Mountain is accepting applications for the position of Police Officer. Qualified applicants must meet all requirements set forth by the State of Tennessee and the Signal Mountain Police Department.

Applicants must:

- Be at least 21 years of age
- Have a high school diploma or equivalent
- Be a citizen of the United States
- Not have been convicted, plead guilty to or entered a plea of no contest for any criminal or serious traffic violations
- Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States
- Physical, psychological and drug testing will be required as a condition of employment. Fingerprints will be taken and filed with the T.B.I.
- Possess a drivers license valid in the state of Tennessee
- Be of good moral character as determined by a thorough background investigation.

Tennessee P.O.S.T. certification is preferred but not required.

Applications may be accessed through this website or may be obtained between the hours of 8:00 and 4:30, Monday through Friday at Signal Mountain Town Hall, 1111 Ridgeway Ave., Signal Mountain, TN 37377.

Applications should be returned / submitted between the hours of 8:00 and 4:30, Monday through Friday at Signal Mountain Town Hall, 1111 Ridgeway Ave., Signal Mountain, TN 37377.

Application deadline is Monday, July 16 , 2012..

The Town of Signal Mountain is an equal opportunity employer and a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: Police Officer
Division/Department: Police Department**

Definition:

Employee is responsible for protecting life and property, deterring criminal activity within the community, enforcing all town ordinances, laws and regulations of the State, responding to the needs of the general public and preserving the peace. This position is under the supervision of the Lieutenant.

Essential Functions of the Job

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 omissions of specific statements of duties do 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.

Patrol, by whatever means necessary, the streets of the town, businesses, and residential areas to enforce Town Ordinances and State laws.

Respond to all service calls promptly; handle calls in an efficient, effective and professional manner.

Complete all jobs related paperwork, including but not limited to reports, court documents, evidence documentation, and daily logs.

Direct and control traffic, to include traffic enforcement and issuance of citations for violations.

Arrest suspects where probable cause has been established through investigation and/or issuance of arrest warrant.

Investigate crimes or suspected crimes not assigned to another officer; report findings both orally and in writing.

Testify in court and other legal proceedings.

Maintain and care of all applicable law enforcement equipment.

Serve as Officer in Charge in the absence of designated shift supervisor.

Knowledge, Skills and Abilities:

Knowledge of town ordinances, state laws and department policies and procedures.

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Knowledge of court proceedings, including testimony, evidence procedures and document submission.

Knowledge of geographic area of the Town of Signal Mountain with special familiarity in patrol area.

Ability to enforce laws and ordinances in consistent, fair and legal manner to ensure the proper application of laws, ordinances and policies.

Ability to effectively communicate both orally and in writing.

Ability to verbally control a high stress situation to prevent escalation.

Ability to safely and efficiently operate a motor vehicle under high stress and other adverse conditions.

Equipment:

Patrol vehicle, radios, firearms, radar equipment, intermediate force equipment, restraint devices, cameras, various measuring devices, Tennessee Code Annotated and other resource materials, computers and other office equipment.

Educational Requirements:

High school diploma or equivalent.

Experience Required:

No related experience required. Requires Tennessee Peace Officers Standards and Training Commission and drivers license valid in the State of Tennessee.

Problem Solving Requirements:

Solve a variety of problems in situations where only limited standardization exists.

Writing Skills Required:

Write standard documentation using established formats; document work performed, actions taken or results by writing narratives of appropriate length and detail.

Speaking/Presentation Skills Required:

Interview or discuss detailed information, frequently involving citizen problems or complaints.

Job Related Communication:

Within the department – daily

With employees in other departments – daily

With employees in other organizations – weekly

With the public – daily

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Planning & Scheduling:

Limited – some planning of own activities is required.

Difficulty of Work:

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

Assignment of Work:

General direction in following established practices and standardized policies.

Effects of Work Errors:

Errors may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

Working Conditions:

On average 30 percent standing, 20 percent walking, and 50 percent sitting.

Approximately 60 lbs. may be required lifting.

Lifting frequency – some

Bending – frequent

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – some

Climbing ladders – some

Mental/Visual Effort:

Typing/CRT – frequent

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – frequent

Transcription/proofreading – very frequent

Adverse Conditions:

Exposure to temperature extremes – frequent

Dangerous equipment – very frequent

Chemicals – some

Noise – some

Physical effort/risk – some

Other Physical Risks or Efforts:

Officers are subject to physical and weapon assaults.

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