

POLICE

The Signal Mtn. Police Dept. is accepting applications for the position of

SRO / DARE Officer

Qualified applicants will have three years of law enforcement experience and must meet all requirements set forth by the State of Tennessee. Prior SRO experience and Tennessee POST certification is preferred. Physical, psychological and drug testing will be required as a condition of employment. Applications may be obtained and will be accepted 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 August 10, 2011. The Town of Signal Mountain is an equal opportunity employer and a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: SRO / Youth & Community Relations
Division/Department: Police Department**

Purpose:

Employee functions specifically as the Town of Signal Mountain's School Resource Officer and also assumes responsibility for Youth and Community Relations, parks, recreation facilities, and community functions and meetings. In all situations he is responsible for protecting life and property, deterring criminal activity, enforcing all town ordinances, laws and regulations of the state, responding to the needs of the general public and preserving the peace.

Essential Functions of the Job:

Patrol, by whatever means necessary, schools, parks, recreation facilities, and public gathering places within the Town of Signal Mountain in order to enforce town ordinances and state laws.

Work with students to teach or instruct how to resist drugs, gangs, and bullying as well as the importance of community pride and values.

Direct and control traffic, especially during school openings and closings, to include traffic enforcement and issuance of citations for violations.

Investigate crimes or suspected crimes, not assigned to another officer, and report findings both orally and in written form.

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

Promptly respond to all calls for service; handle calls in an efficient, effective and professional manner.

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

Testify in court and other legal proceedings.

Maintenance and care of all applicable law enforcement equipment.

May be assigned to duty within the patrol division as circumstances dictate; other duties assigned or as necessary.

SRO/Youth & Community Relations

Knowledge, Skills and Abilities:

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

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

Knowledge of geographic area of the Town of Signal Mountain with special familiarity with schools, parks, recreation facilities and other public gathering places.

Ability to communicate and build rapport with children and youth within the community.

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 written form.

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

Adverse Conditions:

Exposure to temperature extremes – some

Dangerous equipment – very frequent

Chemicals – some

Noise – some

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, School Resource Officer certification, and Instructor of Drug Resistance Program certification.

Experience Required:

Minimum of three years law enforcement experience, graduate of state approved Law Enforcement Academy, and Tennessee Peace Officers Standards and Training Commission certification. Driver's 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:

Complete forms using a few words or numbers.

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Compose moderately complex documentation of a routine nature.

SRO/Youth & Community Relations

Speaking/Presentation Skills Required:

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

Deliver informational speeches, orientations or reports before audiences or groups that are not organizational employees.

Job Related Communication:

Within the department – daily

With employees in other departments – daily

With employees in other organizations – daily

With the public – daily

Planning & Scheduling:

Significant – considerable amount of planning of own activities is required.

Difficulty of Work:

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

Assignment of Work:

General direction in following established practices and clear-cut 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, 30 percent walking and 40 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

Metal/Visual Effort:

Typing/CRT – some

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – frequent

Transcription/proofreading – very frequent

SRO/Youth & Community Relations

Adverse Conditions:

Exposure to temperature extremes – some

Dangerous equipment – very frequent

Chemicals – some

Noise – some

Physical effort/risk – some

Other Physical Risks or Efforts:

Subject to physical and weapon assaults.

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