



TOWN OF ATOKA  
 334 Atoka-Munford Avenue  
 Atoka, Tennessee 38004  
 Phone: (901) 837-5300

www.TownofAtoka.com

## TOWN OF ATOKA JOB DESCRIPTION

Position Title	Department	Reports to
Police Officer	Police Department	Sergeant
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On Call	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

### **POSITION SUMMARY**

Duties are performed under general supervision in accordance with well-established police practices, standards, and departmental policy and regulations. This work may occasionally involve hazardous or strenuous tasks, but always involves the exercise of initiative and independent judgment. Supervision is received from a supervisor who provides close and detailed guidance and who reviews work through an observation of work activities, as well as through a review of reports, citations, and arrests. Work involves responsibility in learning how to: Negotiate, mediate and resolve conflicts and disputes; use of discretionary coercive physical and legal force when necessary; make immediate and independent judgments, with little or no consultation, affecting the lives, freedom and reputations of citizens while being held fully accountable and responsible to the law and the Town for decisions made, consequences of action or inaction taken; safeguard constitutional and statutory rights of individuals; answer to multiple authorities and parties for actions taken; make on-the-spot decisions under conditions of personal hazards and internal and external stress; and how to exercise considerable discretion while taking effective action; based upon sound judgment and knowledge, to resolve existing emergencies or to prevent possible emergencies or criminal activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Possess and maintain a valid driver’s license and good driving record,
- Adhere to federal, state, and local laws, departmental rules and regulations of the Atoka Police Department, and applicable policies in the Town of Atoka personnel manual,
- Operate a patrol vehicle in a safe manner under emergency and normal conditions, possibly for long hours (eight-hour workday or more).
- Maintain and safely use uniforms and other department issued personal equipment according to policy,
- Patrol assigned area by automobile, bicycle, on foot, with animals, etc., for the prevention of crime and enforcement of all applicable laws and Town ordinances and uses weapons and specialized equipment associated with law enforcement activities,

- Respond to calls for service from citizens, including, general calls for service, high-risk, violent calls, and /or other emergency calls,
- Effectively communicate and relay information with the public, other officers, dispatchers, and supervisors,
- Safeguards sensitive and private information concerning individuals,
- Administers basic medical assistance when necessary,
- Conduct initial law enforcement investigations, prioritize, and make correct decisions based on available information,
- Ability to deal calmly and rationally with irate or unreasonable individuals,
- Effective written communication: Arrange and communicate information effectively through paperwork that is accurate, clear, concise, and exhibits a good knowledge of grammar,
- Pursue offenders by patrol vehicle and on foot, stop offenders, subdue resisting offenders using appropriate force, and arrest offenders,
- Maintains and restores order at gatherings or public events,
- Provides information and direction,
- Search persons, places, and things according to law,
- Secure, preserve, and protect crime scenes and evidence,
- Tag property and evidence,
- Safely handle all aspects of a crash scene or traffic incident including crowd and traffic control, investigating crashes, detecting impaired drivers, administering first aid, requesting medical assistance, citing violators, etc.,
- Files complaints on violations,
- Assists the general public,
- Maintain and correctly operate all equipment issued for the performance of police duties,
- Maintains an awareness of worker safety guidelines, standards, and applies these in performing daily activities and tasks,
- Reports on and/or removes hazards,
- Present testimony and evidence in court proceedings,
- Participates in public education programs through interaction with local schools or with local interest groups, as well as assists in providing information about various law enforcement activities to organized groups or to the general public as directed by a supervisor,
- Assists and takes directions from higher ranking officers,
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Tennessee Post Certification.
- Must possess a valid driver's License.
- Must pass a criminal and comprehensive background check and drug test.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Ability to perform all patrol functions without direct supervision,
- Ability to communicate effectively.

- Knowledge of federal, state, and local laws, and departmental rules and regulations that are applicable to law enforcement activities.
- Knowledge of appropriate Police Division rules, regulations, and procedures.
- Ability to remember names, faces, and details of events.
- Ability to prepare accurate and informative reports.
- Ability to perform strenuous physical tasks.
- Ability to use firearms, motor, vehicles, and other specialized equipment safely and effectively and normal and emergency conditions.
- Knowledge of city geography, streets, and locations,
- Knowledge of correct and safe arrest and detainment, surveillance, and emergency procedures and techniques.
- Knowledge of the concepts and process of the Tennessee Criminal Justice System.
- Ability to ascertain facts by personal contact, observation, and the examination of proper course of action.
- Ability to explain and interpret pertinent provisions of laws and regulations.
- Ability to enforce laws firmly, tactfully and with respect for the rights of others.
- Ability to obtain information through interview and interrogations.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Maintains minimum training standards as set forth by the Tennessee Peace Officers and Standards Training Commission.
- 3-year minimum experience in uniform street patrol.
- Possession of the required Driver License.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- This job requires the ability to safely operate a motor vehicle and equipment associated with Police Officer responsibilities.
- Officers may also be required to walk, stand, and run over rough or uneven surfaces.
- Officers may also have to bend, stoop, navigate confined spaces, lift, or carry moderately heavy items (20 -50 lbs.) and occasionally very heavy items (over 100 lbs.).
- Officers may also have physical contact and be able to use self-defense tactics when dealing with the public.
- The employee will operate computers and keyboards at efficient speed, iPad or other tablet, fax machine, copier, and other modern office equipment.
- Work involves inherent threats to personal life and safety; exposure to hot, cold, and inclement weather; dense and fast - moving traffic; constant contact with the general public; incident calls and requests for assistance involving possible use of weapons and physical force; and working various shifts and extended hours.

#### **ENTRANCE REQUIREMENTS**

Successful completion of the training program requirements for Police Officer.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by:**

I have read and understand the above position descriptions. I assert that I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by:**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.