

City of Belle Meade

Job Description

Job Title: Police Officer
Reports To: Sergeant
Supervises: None
FLSA Status: Non-Exempt
Approved Date:

I. Summary: Under general direction, protects the lives and property of the City of Belle Meade by patrolling the City as assigned, enforcing local, state, and federal laws, and providing public safety related assistance to residents.

II. Essential Job Duties

A. Patrols City to Deter Crime

1. Patrols designated area in Police vehicle; conducts regular patrols of buildings under construction; checks security of residences on homeowner requested watch list; maintains visible presence.
2. Remains alert to possible criminal activity, safety or health hazards, persons needing assistance, and other situations requiring possible Police intervention.
3. Develops awareness of neighborhood routines, locations with recurring vandalism or other problems, construction sites, and various other locations within the City in order to be able to recognize suspicious activity.

B. Enforces Traffic Laws

1. Engages in traffic and parking law enforcement; may operate stationary or mobile radar unit.
2. Stops vehicles and issues citations to drivers who violate traffic or parking laws.
3. Checks for outstanding warrants through dispatch to ensure safety and identify opportunities to apprehend criminals.
4. Detects and apprehends DUI offenders.

C. Investigates Crimes Committed or Complaints From Citizens

1. Responds to alarms and complaints from citizens.
2. Detects and investigates violations of laws and ordinances.
3. Establishes control of crime scenes.
4. Interviews and interrogates victims, witnesses, suspects, offenders, and other persons as appropriate.
5. Searches persons, vehicles, and vicinity; identifies, collects, packages and logs physical evidence.
6. Identifies and arrests, processes, guards, and escorts offenders.
7. Prepares incident reports, arrest warrants, affidavits, and other court documents as needed.
8. Refers cases to Investigator or other law enforcement agencies as appropriate.

D. Completes Activity Reports

1. Completes daily activity log, incident reports, and other reports.

E. Investigates Traffic Accidents.

1. Renders first aid; ensures ambulance has been dispatched if needed.
2. Ensures safety of accident site; coordinates removal of damaged vehicles.

3. Investigates causes and results of accident; interviews subjects and witnesses.
4. Prepares accident reports.

F. Makes Court Appearances

1. Reviews case file to ensure understanding of facts and the nature of the criminal offense.
2. Exchanges information with attorneys and prosecutors as needed.
3. Testifies as required in court.

G. Provides Miscellaneous Assistance to Residents

1. Responds to domestic and other interpersonal disputes; mediates disputes.
2. Assists in removing fallen tree limbs or other hazards from roadways, corrects out of service traffic signals, and monitors water levels in creek; calls for assistance as need.
3. Reports gas leaks.
4. Responds to requests for fire/ambulance service as needed.
5. Administers first aid, CPR, or Automated External Defibrillator to sick, elderly, or injured persons as needed.
6. Investigates reports of missing persons and lost and found property.
7. Investigates animal complaints; captures and transports stray or vicious animals.

H. Maintains Equipment

1. Ensures proper operating condition of vehicle, radios, lights, sirens, video camera, radar units, first aid, firearms, and other equipment; schedules periodic maintenance for patrol vehicle.
2. Maintains cleanliness of vehicle and equipment.
3. Notifies appropriate personnel of problems with equipment.

III. Other Job Duties

Performs other job duties as assigned, including:

1. Assists residents with child car seat installation.
2. Directs and reroutes traffic around hazards, road or utility maintenance, or other disruptions.
3. Maintains speed monitoring display unit; directs other officers how to set up unit.
4. Analyzes City traffic data to identify problem areas and times.
5. Analyzes City crime statistics to identify trends, recurring incidents, locations most at risk, etc.

Primary Job Challenges

Primary challenges of this position include dealing with people who may become upset, angry, and/or dangerous when confronted. The need to be quick thinking and decisive under stress is also a challenge.

Equipment Operated

- Patrol vehicle
- Firearms, batons, person restraint devices.
- Speed detection radar, two-way radios, telephones, computer terminal
- First aid, Automated External Defibrillator
- Fire extinguishers

Competencies Required

Competencies important for successful job performance include:

Knowledge of the Law and Police Procedures – Able to explain applicable Federal and State statutes, local ordinances, court decisions, and Police Department rules and policies.

Vehicle Operation Safety - Safely and effectively operates motor vehicle in all weather conditions and emergency situations.

Professionalism - Exhibits professionalism and commands respect in interactions with citizens, offenders, attorneys, prosecutors, judges, etc.

Respects Dignity of Others - Is considerate of residents' dignity in all aspects of police work as much as possible while adhering to standard police policies and procedures.

Teamwork - Coordinates activities with other officers to ensure safe and effective pursuit and apprehension of offenders or investigation of incidents.

Initiative - Takes the initiative to respond promptly to calls, investigate suspicious vehicles or circumstances, or effectively enforce traffic laws.

Conflict Management - Resolves conflict; reduces tension; calms individuals who are angry or frightened.

Written Communication Skills - Writes clear, concise, and easy to understand incident reports.

Physical Requirements and Work Environment

The incumbent is exposed to weather conditions much of the time and possibly works at night. Exposure to fire, smoke, fuel/chemical leaks, and hazards related to natural or man-made disasters may occur occasionally. The incumbent may be infrequently exposed to armed/dangerous individuals. Occasional exposure to individuals with communicable diseases is possible.

Qualifications

Education and Experience: The minimum required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through graduation from high school and completion of POST approved Police Academy.

Required Certifications: