

## **JOB DESCRIPTION**

### **Police Officer**

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FLSA: Non-exempt  
Reports to: Police Sergeant

Pay Level: Level 4  
Prepared/Revised: July 2020

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#### **Job Summary:**

The Police Officer is responsible for work performed in the prevention, detection and investigation of crimes and accidents. Duties also include protecting property, facilities and people through the enforcement of laws and ordinances under the direct supervision of the assigned shift captain and assigned shift sergeant. Independent judgment is used according to the situation and sometimes different courses of action must be taken to complete the task.

#### **Supervision Exercised or Received:**

The Police Officer supervises no one.  
The Police Officer receives supervision from the Police Sergeant.

#### **Essential Functions:**

1. Must be able to fire a weapon accurately.
2. Patrols by foot or motor vehicle, the streets of the City, places of business and residential districts enforcing City ordinances and State laws.
3. Investigates suspected crimes, report's findings and arrests suspected individuals.
4. Investigates accidents involving persons or property, reports probable cause of accidents and pursues appropriate course of action.
5. Directs and controls traffic.
6. Testifies in court or legal proceedings.
7. Issues written citations.
8. Operates and maintains all law enforcement equipment.
9. Makes written accident reports.
10. Must be able to defend them self and others with and without the use of deadly force.
11. Must have ability to react quickly and calmly in emergency situations and to determine proper course of action.
12. Must make arrests when necessary.
13. Must understand and enforce laws and ordinances.
14. Keeps records and makes reports.
15. Works traffic during parades, ball games, etc.
16. Deals with citizen complaints

#### **Additional Responsibilities:**

1. Knowledge of the court system and presentation of evidence in court proceedings.
2. Knowledge of the City ordinances and State Laws.
3. Knowledge of modern police practices and methods used in crime investigation and the identification and presentation of physical evidence.
4. Knowledge of geographic area of the City.

5. Knowledge of the principles and practices of police supervision.
6. Knowledge of the City's provisions for emergency situations.
7. Ability to ascertain facts by personal contact, observation and the examination of records.
8. Ability to explain and interpret provisions of laws, ordinances and regulations.
9. Knowledge of geographic area of the City
10. Ability to enforce laws firmly, tactfully and with respect for the rights of others.
11. Ability to understand and follow oral and written instructions
12. Ability to establish and maintain an effective working relationship with the public and other employees.
13. Ability to operate all law enforcement equipment required in the performance of required duties.

**Position Requirements:**

1. Must be at least 18 years of age.
2. Graduation from an accredited high school or equivalent.
3. Must have his or her fingerprints on file with the Tennessee Bureau of Investigation.
4. Must have a good moral character as determined by investigation.
5. Must not have been convicted of a felony or a serious misdemeanor involving moral turpitude as the term is defined by law, and not to have been released or discharged under any other than honorable conditions from any of the Armed Forces of the U.S.
6. Must be free of all apparent mental disorders as described in the Diagnosis and Statistical Manual of Mental Disorders Third Edition (DSM-11) of the American Psychiatric Association and must be certified as meeting the criteria by a qualified professional in Psychiatric and Psychological fields.
7. Must be POST approved with a satisfactory score in all fields, including firearms qualifications, physical education and defensive techniques.

**Additional Requirements:**

1. **Work hours** – 80-86 hours two (2) week cycle. A full time, non-exempt employee. Evenings and weekend work is expected.
2. **Work Environment** – work must be performed in all kinds of weather conditions. The employee is exposed to dangerous conditions.
3. **Physical Requirements** – the work of Police Officer is a highly responsible position, which requires mental acuity. The Police Officer will be required to do complicated tasks such as: sit for an hour or more, talk, hear, stand, walk, balance, stoop, squat, bend, kneel and lift objects weighing 50 pounds or more. This physically, dangerous, demanding position 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 function. Must be able to perform essential functions of life.

**Note:**

At the discretion of the City of Fayetteville, a background check may be made. Employment is contingent upon satisfactory completion of a background check, drug screen and agility test.

Nothing in this job description restricts the ability or the right of the City of Fayetteville to assign, reassign or eliminate the duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time, due to reasonable accommodations or other reasons deemed appropriate by the City of Fayetteville

The job description does not constitute an Employment Agreement between the employer and the employee and is subject to change, according to the business needs of the City of Fayetteville.