



City of Millersville

1246 Louisville Highway
Millersville, TN 37072-3613

Phone: (615) 859-0880
Fax: (615) 851-1825

JOB TITLE: POLICE OFFICER

DEFINITION

This employee is responsible for protection of the life and property of the citizens of the city. This employee is under the direct supervision of the Chief of Police and the superior shift supervisor. The employee is expected to perform his or her duties according to state laws, city ordinances and the policies and procedures of the police department. Instructions to the employees are somewhat general but many aspects of the work follow standardized guidelines. However, the employee is frequently required to use independent judgement to complete tasks.

EQUIPMENT/JOB LOCATION

The employee will operate a variety of equipment including firearms, radio and communications equipment, police vehicles, radar, drug test kit, computer, and fingerprinting and emergency equipment.

The demands of this position can be stressful both mentally and physically. The employee may be required to run, jump, bend, climb, crawl, squat, lift and carry heavy objects. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

ESSENTIAL FUNCTIONS OF THE JOB

Patrols, by foot or motor vehicle, the streets of the city, places of business, and residential districts enforcing city ordinances and state laws.

Investigates suspected crimes, reports findings, and arrests suspected individuals.

Investigates accidents involving persons or property, reports probable cause of accidents, and pursues appropriate course of action.

Answers dispatched calls.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Directs and controls traffic.

Testifies in court or legal proceedings.

May issue parking tickets.

Maintains all law enforcement equipment.

Provides specialized instruction and makes presentations to school classrooms, community

groups, and others.

Assists other departments or agencies with law enforcement activities.

May perform emergency first aid.

May provide animal control services.

Serves as dispatcher.

Operates a computer.

Keeps records.

Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of the local jurisdiction, city ordinances, and state and federal laws.

Effective methods of investigation.

The court system and presentation of evidence in court proceedings.

Geography of the city.

Methods of first aid.

Ability to react quickly and calmly in emergency situations and to determine the proper course of action.

Ascertain facts by personal contact, observation, and the examination of records.

Explain and interpret pertinent provisions of laws, ordinances and regulations.

Enforce laws firmly, tactfully, equally, and with respect for the rights of others.

Develop skill in the use and care of firearms.

Establish and maintain an effective working relationship with the public and other employees.

Contact with the general public, in a variety of circumstances, is frequent.

Understand and execute difficult oral and written instructions and guidelines.

QUALIFICATIONS

Must possess a valid Tennessee driver's license.

Any combination of training and experience equivalent to:

Graduation from high school.

Must be a TN POST certified Officer

Must meet the Minimum Standards POST Law (TCA 38-112-106).

Please email a cover letter and resume to Tina Tobin, City Manager at:

citymanager@cityofmillersville.com