

## Certified Police Officer

### Description

Applicants for Certified Police Officers must have current P.O.S.T. certification. **Starting pay depends on experience. *Hiring bonus currently being offered for successful candidates up to \$1500 for less than 2 years Current POST Certified Experience, and up to \$2500 for 2 or more years Current POST Certified Experience (paid as \$500 upon hire, and \$500 every six months incrementally).***

This classification provides protection of life and property, enforcement of federal, state and local laws and ordinances, responds to emergency/non-emergency situations, investigates criminal activity, and performs specialized duties within an assigned division/unit. Work is performed under regular supervision; officer reports directly to the shift supervisor.

### Responsibilities

The employee performs the following duties, others may be assigned.

- Enforces laws and ordinances;
- Reports unsafe conditions existing in streets or other public facilities
- Patrols city and responds to service requests;
- Operates patrol vehicle on assigned shift to observe for violations of traffic laws, suspicious activities, or persons and disturbances of law and order;
- Responds to radio dispatches, answers calls and complaints; issues citations to violators;
- Completes traffic accident investigations, performs residential and commercial checks;
- Serves warrants; provides police escorts and directs traffic;
- Makes arrests; completes arrest records, fingerprints, photographs, etc.
- Assist with criminal investigations, conducts stakeouts,
- Assists with presenting evidence, interviewing victims and witnesses,
- Testifies in court; prepares records and files;
- Performs prisoner security functions;
- Performs property and evidence duties;
- Inspects police department vehicles and notifies garage of necessary maintenance required;
- Participates in a variety of in-service training programs.
- May be required to perform supervisory duties in the absence of a superior officer; May be assigned to crime prevention, community policing, field training, special operations, technical support, investigation operations, if necessary, perform animal control duties; and
- Related tasks as required.

### Qualifications

- Must meet Minimum Standard Law (TCA 38-8-106) requirements;
- Must be P.O.S.T. certified
- Must have a high school diploma or GED, graduation from college is preferred or a combination of training, experience and education equivalent to an associate's degree in police science;
- Must be authorized to work in the United States;
- Must be at least 18 years of age and meet the physical, psychological, academic, criminal records and other standards for the assignment

### Employment Type

Police Department

### Duration of employment

Full Time

### Benefits

Full benefit package available including vacation, sick days, paid holidays; health, dental, vision, life/AD&D, TCRS retirement and supplemental voluntary benefits.

### Date posted

April 4, 2019

### Deadline to Apply

Until Filled

### Apply Online

Apply Now

established by the Portland Police Department;

- Must have an excellent work and attendance record;
- Must possess a valid Driver's License

### **Knowledge, Skills, & Abilities**

- General knowledge of police methods, practice and procedures;
- General knowledge of the geography of the city and location of major businesses and industries;
- General knowledge of the rules and regulations of the Police Department;
- Skills in the use of firearms and the operations of motor vehicles;
- Ability to effectively and legibly write clear, comprehensive reports using Standard English and grammar.
- Ability to understand and carry out verbal and written instructions and to prepare reports;
- Ability to deal courteously but firmly with the public;
- Ability to analyze situations and to adopt quick, effective and reasonable course of action with due regard to surrounding hazards and circumstances;

### **Physical Demands & Work Environment**

- This work requires medium exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally.
- Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, fingering, grasping and feeling.
- Hearing is required to receive detailed information through verbal communications and/or to make fine distinction in sound.
- Binocular visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicle or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme weather, noise, noise hazards and atmospheric conditions.
- This worker may be exposed to blood borne pathogens and may be required to wear specialized personal protection equipment.

### **HOW DO I APPLY?**

[CLICK HERE TO APPLY ONLINE](#) or an application may be obtained from the receptionist at Portland City Hall upon request Monday through Friday 8 am – 4:30 pm. A detailed job description is also available from the receptionist upon request.

**Completed applications must be submitted or returned to City Hall by: Until Filled**

Attn: Human Resources

100 South Russell Street

Portland, Tennessee 37148

Post-offer, Pre-employment background check, drug screen and physical required.

**The City of Portland is an equal opportunity employer.**

