

## Patrol Officer

### Nature of Work

This is very responsible law enforcement work maintaining the safety and security of commercial businesses and private residences for the citizens of Sevier County. Activities associated with this classification include the routine patrol of businesses and neighborhoods, investigation of complaints, criminal activity and accidents, prosecution of criminal and civil cases, preparation of reports and other documentation and the apprehension of individuals suspected of criminal activity. Service of civil and criminal warrants is assigned by administrative and command staff as needed. Job responsibilities require considerable experience in law enforcement activities, strong organizational, interpersonal and decision making skills and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Patrol Sergeant and Chief Deputy Sheriff assigned to patrol operations through analysis of crime prevention and apprehension activities, ability to interact successfully with constituents and other law enforcement/emergency personnel and expertise in related crime prevention disciplines.

### Illustrative Examples of Work

- Conducts routine patrol of commercial property and private neighborhoods to insure the safety and security of residents and business owners.
- Investigates citizen complaints and responds to calls for service to obtain information, conduct investigations and determine the appropriate level of intervention and/or law enforcement action.
- Prepares reports and other documentation to support law enforcement activities and prepares evidence for judicial and court proceedings.
- Works with community groups and serves on various boards and committees as directed by the Sheriff.
- Investigates traffic accidents and controls the flow of traffic around accident sites and other road hazards.
- Assists property and/or business owners with crime prevention techniques and programs to enhance security for their property.
- Apprehends individuals suspected and/or accused of criminal activities and provides safe custody to the appropriate correctional facility.
- Provides assistance to individuals in distress or in need of help.
- Executes civil and criminal warrants as assigned through the court and command staff.
- Conducts radar checkpoints and issues traffic citations for speeding, driving under the influence and other motor vehicle operation violations.
- Responds to domestic and other volatile situations and attempts to resolve them or at a minimum prevent further escalation.
- Maintains public order at special events and community activities.
- Assists with escorting funeral processions, parades and other public events.

- Serves on special task forces, entrance teams and/or hazardous material (HAZMAT) teams when required and/or assigned.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited high school supplemented with additional course work/ training in crime prevention and/or law enforcement; sufficient physical ability and agility to perform the job in a variety of weather conditions; ability to interact effectively with the public; strong decision making and organizational skills; knowledge of criminal and civil law or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of Federal Law, Tennessee Code Annotated Sections 39 and 55 pertaining to civil and criminal law, local statutes and ordinances.
- Considerable knowledge of Sevier County ordinances and Sheriff's Department policies and procedures or the ability to acquire this information within 60 to 90 days.
- Knowledge of civil and criminal court proceedings, presentation of allowable evidence and testimony and service of criminal and civil warrants.
- Knowledge of contemporary law enforcement practices including surveillance techniques, apprehension of criminals and suspects, obtaining and service of warrants and regulations governing to motor vehicle registration and operation.
- Knowledge of common first aide practices and exposure to dangerous pathogens including the use of universal precautions.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations and insure the safety of concerned parties.
- Ability to perform the physically demanding requirements of the job in a variety of weather conditions.
- Ability to interact in a professional and tactful manner with co-workers, clientele, emergency management personnel, perpetrators, and local government and judicial officials.
- Ability to plan and organize personal time and activities to meet expected levels of performance and imposed deadlines.
- Ability to make appropriate and timely decisions based upon all obtainable information relevant to the situation.
- Ability to acquire and utilize new job related information as required.
- Skill in the use of modern law enforcement weapons including handguns, rifles and shotguns and non-lethal law enforcement devices.
- Skill in the use of modern law enforcement protective devices, chemical sprays, radar equipment, radios, sirens and other emergency equipment.
- Skill in the operation of law enforcement vehicles and driving at high rates of speed.

### **Necessary Special Requirements**

- All Sheriff Department personnel are required to maintain the highest standards of integrity,

honesty and ethical behavior and conduct themselves in a professional and courteous manner at all times whether or not they are performing job related duties.

- Must be at least 21 years of age.
- Certification by a qualified professional in the psychiatric or psychological fields as free of all apparent mental disorders as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.
- Certification by a licensed physician designated by the agency as physically capable of performing necessary duties.
- Fingerprints must be on file with the Tennessee Bureau of Investigation.
- Must be a United States citizen.
- Cannot have been convicted or plead guilty, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
- Cannot have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States.
- CPR / AED certification annually.
- Chemical spray certification
- P.O.S.T. certification.
- Firearms certification.
- Radar gun certification.
- Intoximeter Operator certification.
- Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.

Note: Must obtain a minimum of 40 hours in service training per year to maintain certification(s).

Sevier County Government  
FLSA – Non-Exempt  
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