



Town of Mount Carmel, Tennessee
CLASSIFICATION DESCRIPTION

POLICE OFFICER-PATROL SUPERVISOR

General Statement of Job

This is a supervisory leadership role in professional community-oriented law enforcement work resolving problems to maintain order in the community, protect the public, detect and prevent crime, direct and control traffic, and investigate and apprehend suspects involved in criminal activity. Work involves answering complaint calls and patrolling the Town in an official vehicle, or on foot to deter crime or apprehend violators or suspects, investigation, and securing crime scenes, serving legal papers, and testifying in court. Reports to management, as assigned.

Specific Duties & Responsibilities

Essential Job Functions

- Works to build cooperative and ethical relations with citizens and businesses in all areas. Uses community and problem-oriented policing principles to identify and resolve quality of life issues and works to improve the quality of life for the community and ensures all assigned personnel are engaged appropriately.
- Patrols the Town and supervises police officers; monitors radio calls; inspects troublesome areas and checks security of business establishments and residences; answers complaint calls, requests backup assistance as needed; investigating crimes and disturbances; interviews witnesses; gathers evidence; interrogates suspects and makes arrests; prepares investigation and arrest reports.
- Carries, maintains, and is adept in the use of assigned firearms. Ensuring all assigned personnel meet this standard as well.
- Investigates accidents; performs basic first aid; secures and clears accident scenes; directs traffic; detains persons in violation of traffic infractions.
- Interviews complainants, witnesses, and/or informants to obtain information relevant to the incident/case.
- Performs searches and seizures of vehicles, suspects and property. Seizes contraband and stolen property.
- Testifies in court as a witness in work-related cases.
- Monitors vehicle speeds with radar; conducts criminal and driving checks; issues traffic summonses and warnings, parking citations, and vehicle repair notices as needed.
- Manages assigned areas of operational and administrative responsibility for the Police Department and prepares various reports and forms as assigned by the Chief of Police, or in accordance with departmental policy, procedures, rules, regulations and State statutes.
- Advises suspects of their legal rights; conducts interrogations; warns and/or arrests persons in violation of the law; may be required to use force in the apprehension of suspects.

- Conducts routine follow-up investigations of assigned case; conducts stakeouts, surveillances, and searches of persons and property to collect evidence; may lift fingerprints and collect other evidence at crime scenes.
- Cooperates with other local, state and federal law enforcement officials and agencies in the apprehension and detention of wanted persons.
- Establishes and maintains command and control of law enforcement events until relieved by higher authority and participates in unified command operations as a police department representative throughout the Town for all emergency events.
- Directs and reroutes traffic around fires, accidents, parades, special events, or other disruption; disperses and controls crowds; secures scene to protect victims and property; provides basic first aid and calls for further medical assistance.
- At the police chief/supervisor's discretion attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the fields of law enforcement administration; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with law enforcement and public administration professionals to facilitate exchange of information.
- Responsible for providing and ensuring that assigned personnel provide high-quality, responsive customer service to both internal and external customers of the town and department. Expected to promote interdepartmental collaboration, build employee morale, and foster a workplace culture of integrity.
- Monitors internal controls for fraud, errors, and omissions within the department.

Additional Job Functions

- Provides escort for funeral processions, parades, public figures, and other special assignments.
- Assists the public by answering simple questions and providing directions. Reports unsafe conditions in City streets, sidewalks, and public facilities.
- May participate in special public information programs such as seat belt safety campaigns, child fingerprinting projects, etc.
- Notifies family members where appropriate of deaths and accidents impacting their relatives.
- Manages and conducts training for all police officers.
- Performs other related work as required.
- This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Management reserves the right to modify, add or remove duties and assign other duties as necessary that are a logical assignment to the position.

Emergency Declaration Status

- This position may be subject to recall due to emergency situations.

Minimum Education, Training, & Experience

- This position requires graduation from high school, or an equivalency to high school graduation education/graduation. An undergraduate or graduate degree in criminal justice, public administration or a related field preferred; or any equivalent combination of training and experience which provides the required

knowledge, skills and abilities. Must possess a valid Tennessee Driver's License and have and maintain an acceptable driving record.

SPECIAL REQUIREMENTS

- Current possession of Peace Officer Standards and Training Commission certification as a Tennessee law enforcement officer.
- Must have a minimum of five (5) years of verified experience as a certified police officer working in an agency. Preference may be given to candidates with law enforcement supervisory experience.