

**CITY OF COVINGTON  
POSITION DESCRIPTION**

Class Title: **Police Officer**

Department: Police

Division: Patrol

Date: January 1, 1995 (created)

Date: October 10, 2022 (updated)

**GENERAL PURPOSE**

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

**SUPERVISION RECEIVED:** Works under the general supervision of a Sergeant directed by a field training officer to receive on-the-job training. Oral and written instructions are received from the assigned superior. The patrol officer shall be accountable to superior officers and promptly obey all legitimate orders.

**SUPERVISION EXERCISED:** Personnel in this classification do not have supervisory responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works on rotating shifts performing security patrols, traffic control, investigation, and first aid at accidents; detect, investigate, and arrest persons involved in crimes or misconduct.

Works an assigned shift using their own judgment in deciding a course of action; handles difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedents.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, and commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic; prevent, detect and investigate misconduct involving misdemeanors, felonies, and other law violations, and otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and render assistance at the scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scenes.

Conducts follow-up investigations of crimes committed during assigned shifts. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scenes of crimes

for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifying in court proceedings.

Prepares various reports and records including officers' Daily logs, investigation reports, field interrogation reports, alcohol reports, influence reports, breathalyzer checklists, bad check forms, vehicle impoundment forms, traffic hazard reports, etc.

Conducts all duties truthfully, morally, and ethically with humility.

Undertakes community-oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigating reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and District Attorney General's Office regarding cases, policies, and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provide general information about Department activities.

## **PERIPHERAL DUTIES**

Maintains departmental equipment, supplies, and facilities.

Maintains contact with the general public, court officials, and other City officials in the performance of police operating activities.

## **DESIRED MINIMUM QUALIFICATIONS**

General:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid Tennessee driver's license without record of suspension, revocation, or cancellation in any State;
- (C) U.S. citizen;
- (D) Must be able to read and write the English language;
- (E) Must be of good moral character and of temperate and industrious habits.
- (F) No felony or serious misdemeanor criminal record.

(G) Have not been released or discharged under any other honorable discharge from any of the armed forces of the United States.

(H) Must be able to pass a physical examination by a physician licensed to practice in the State of Tennessee.

(I) Must be able to be certified by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological field as being free from any disorder, as set forth in the current edition of the DSM that would, in the professional judgment of the examiner, impair the subject's ability to perform any essential function of the job.

(J) Must be able to work various twelve (12) hour shifts and overtime as established by superiors.

#### Education and Experience:

(A) High school diploma or GED equivalent. Additional training in police science, law enforcement, criminal justice administration, public administration, or a related field is preferred.

(B) An equivalent combination of education and experience.

#### Necessary Knowledge, Skills, and Abilities:

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;

(B) Some skills in operating the tools and equipment are listed below;

(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

(D) Ability to exercise good judgment and independent decision-making.

(E) Ability to use self-defense techniques and to make physical arrests when faced with a combative or resistive encounter.

#### **SPECIAL REQUIREMENTS:**

(A) Ability to meet Department's physical standards and maintain good physical conditions.

(B) Successful completion of approved Peace Officer Standards and Training Commission's Basic Training Academy within one year after employment.

(C) Meet the minimum requirements of Tennessee Code Annotated 38-8-106 (Qualifications for Police Officers) and Tennessee Code Annotated 39.17.138 (Authorization to make Arrests and Carry Firearm).

(D) College degree preferred. A minimum of one (1) year of college credit in a law enforcement-related field may be substituted for one (1) year of law enforcement.

(E) Attended specialized training including but not limited to supervision, gangs, narcotics, and patrol areas.

(F) Military training in related law enforcement areas.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun, and other weapons as required, recording equipment, baton, handcuffs, breathalyzer, mobile device, and first aid equipment.

## **PHYSICAL DEMANDS**

The physical demands 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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl or run; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing including written and physical agility test; psychological examination, oral interview; background check. Medical examination and drug test are required of the selected applicant.

The selection process will include the following:

- All eligible candidates will be given a written test.
- The candidates will be evaluated by an interview panel. The candidates will be evaluated in various areas to determine their readiness for employment. Scores will be calculated by the interview panel.
- Candidates physically appear before the interview panel. The panel members ask a series of questions. Each panel member scores the candidate in the following areas:
  1. Personal appearance (daily shift appearance, uniform, grooming), etc.
  2. First Impression
  3. Personality
  4. Decision Making
  5. Forthrightness
  6. Demeanor
  7. General Knowledge (laws, policies, court proceedings), etc.
  8. Communication Skills
  9. Work History (report writing, quality of work, etc.)
  10. Experience

Each board member scores each of the above areas as follows:


- Ten categories each with a high score of 10 points
- Each candidate's total points will be added up after the interview panel oral review.
- The candidate with the most points is recommended to the Chief of Police for employment.
- The Chief of Police will provide the final approval or denial of any hire under their command.

Newly hired police officers will serve six (6) months in a probationary capacity. This will be considered an evaluation period. With successful completion, the newly hired police officer will be taken off probation. Unsatisfactory completion could result in extended probation or demotion to the previous status.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**This job description supersedes any and all prior police officer descriptions.**

  
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Chief of Police, Donna L. Turner

  
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Date