

# Town of Nolensville

## Job Description

**Job Title: Police Officer**  
**Reports To: Police Chief**  
**Supervises: None**  
**FLSA Status: Non-Exempt**  
**Approved Date: October 27, 2015**

### **I. Purpose of Job**

Patrols Town to protect people and property by enforcing municipal ordinances and state laws. Investigates crimes.

### **II. Essential Job Duties**

#### **A. Patrols Designated Area**

- As assigned, patrols areas of jurisdiction to maintain law enforcement visibility for motorists, businesses, and residences.
- Makes traffic stops for traffic violations; validates driver's licenses and checks for outstanding warrants; issues citations.
- Identifies and investigates suspicious activity; determines if crime has been committed; arrests offenders if probable cause is shown.
- Develops awareness of patrol area; makes acquaintances with residents, business employees, etc.
- Provides directions.

#### **B. Responds to Emergency Calls and Alarms**

- Responds to domestic violence calls; defuses situation; if requested transports individuals to safe place.
- Responds to commercial or residential burglary alarms; checks premises for signs of forced entry.
- Responds to calls concerning suspicious activity.
- Conducts initial field investigations; determines if crime has been committed; arrests offenders if probable cause is shown.
- Investigates traffic accidents; collects evidence and witness statements; completes accident reports.
- If appropriate, assists motorists change flat tire.

#### **C. Provides Traffic Control**

- Directs traffic at accident scenes, road closures, and special events.

#### **D. Completes Incident Reports**

- Writes incident reports; inputs correct incident codes.

#### **E. Represents Department in Court**

- Prepares for court appearances; discusses with district attorney's office if needed to determine proper way to testify.
- Appears in municipal, general sessions, and circuit court; testifies to grand jury; responds to subpoenas.

### **III. Other Job Duties**

Performs other job duties as assigned, including:

- Assists other public safety agencies as needed.
- Serves as armorer; issues weapons, orders ammunition.
- Serves as firearms instructor; evaluates shooting skills.

### **IV. Primary Job Challenges**

Primary challenges of this position include:

- Providing services 24/7 for growing community with small Police Department.
- Incorrect information being publicized via social media.
- Balancing public relations and law enforcement aspects of Police work.

### **V. Equipment Operated**

Computer, printer, fax machine, telephone, radio, law enforcement equipment, vehicle

### **VI. Key Competencies Required**

#### **Job Content Knowledge**

Has thorough knowledge of law enforcement and standard police practices as necessary in the completion of daily responsibilities. Has thorough knowledge of current criminal and civil law including laws of arrest, rules of evidence, and courtroom procedures and laws governing jail procedures and facilities. Has thorough knowledge regarding modern criminal investigation techniques, principles and methods and how they relate to law enforcement and police work.

#### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. In decision making, some choices are known while others may need to be identified. Some reliance on precedent. Ability

to interpret a variety of complex instructions furnished in written, oral, diagram, or schedule form.

### **Teamwork**

Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

## **VII. Physical Demands and Work Environment**

**Physical Demands:** Performance of the essential duties of this job requires the incumbent to:

- Occasionally stand or walk.
- Frequently sit and use hands to finger, handle, or feel.
- Occasionally reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- Regularly talk or hear.
- Occasionally taste or smell.
- Regularly lift up to 10 pounds.
- Frequently lift up to 25 pounds.
- Occasionally lift up to or more than more than 100 pounds.

**Work Environment:** Performance of the essential duties of this job requires:

- Occasional exposure to wet or humid conditions (non-weather).
- Regular work near moving mechanical parts.
- Occasional work in high, precarious places.
- Regular exposure to fumes or airborne particles.
- Occasional exposure to toxic or caustic chemicals.
- Regular exposure to outdoor weather conditions.
- Occasional exposure to risk of electrical shock.
- Occasional work with explosives.
- Occasional risk of radiation.
- Regular exposure to vibration.

The work environment is moderately noisy (examples: business office with computers and printers, light traffic).

## **VIII. Qualifications**

**Education and Experience:** The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through attainment of a High School diploma or GED and one year of related experience, or an equivalent combination of education and experience.

**Required Certifications/Licenses:**

POST Certified