

# RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

<b>CLASSIFICATION:</b>	<b>PATROL OFFICER CERTIFIED</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>SAFETY SENSITIVE:</b>	<b>SUBJECT TO RANDOM BREATH ALCOHOL AND DRUG SCREENS</b>

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to maintain law and order and to perform specialized police work within an assigned unit/function of the Sheriff's Department, which may include the Patrol Unit, Field Training Officer functions, K-9 Unit, Horse Mounted Patrol, School Resource Officer Division, Warrants Division, Jury Coordination functions, Court Security, or other areas. Duties and responsibilities include providing protection of life and property, enforcing federal, state and local laws, responding to emergency/non-emergency situations, investigating criminal activity, issuing citations, arresting violators, and performing specialized duties within the area of assignment. Patrol assignment reports to Sergeant of Patrol Unit or Corporal in absence of Sergeant.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Enforces all applicable codes, ordinances, laws and regulations in order to protect life and property, prevent crime, and promote security

Prepares, obtains, and/or serves criminal/civil warrants

Participates in court activities

Responds to court subpoenas

Prepares case files and evidence for presentation in court; testifies and presents evidence during court

Provides assistance or backup support to other officers, dispatchers, court officers, jail personnel, emergency medical providers, fire department personnel, other law enforcement agencies, or other public service agencies as needed

Provides emergency response on a 24-hour basis as needed

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, alcohol testing equipment, drug testing kits, processing kits, handcuffs, baton, flashlight, fire extinguisher, measuring devices, tape recorder, radio/communications equipment, telephone, hand tools, or general office equipment

Inspects and maintains assigned police vehicle, uniform, weapons, or other equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals

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Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits

Prepares or completes various forms, reports, correspondence, logs, incident reports, accident reports, arrest reports, miscellaneous reports, citations, warnings, property/evidence reports, subpoenas, summonses, diagrams, or other documents

Receives various forms, reports, correspondence, incident reports, accident reports, witness statements, criminal history reports, driver history reports, BOLO notices, warrants, subpoenas, summonses, crime statistics, training bulletins, general orders, statutes, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, or other computer programs

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications

Communicates with shift supervisors, command personnel, officers, employees, dispatchers, other divisions or departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, inmates, the public, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution

Creates/maintains positive public relations with the general public

Maintains and promotes peace and order in the community

Provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law

Participates in physical fitness training and continuing education activities; reads professional literature

Maintains professional affiliations

**Assignment to Patrol Unit may involve the following additional functions:**

Patrols designated areas via motor vehicle, on foot, or by other means to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions

Responds to active alarms at residences, businesses, and industries; checks suspicious vehicles, persons, or situations; maintains high visibility in the community

Reports observed safety hazards or unsafe conditions such as missing, fallen, or damaged street or warning signs

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Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, natural disasters, public service duties, stranded motorists, motorist lockouts, or other problem situations

Prevents/discovers commission of crime

Writes citations, apprehends, arrests, and processes criminals, fugitives and offenders

Pursues fleeing suspects

Conducts searches of suspects or arrestees

Conducts preliminary investigations of complaints or incidents

Interviews victims, complainants and witnesses and records statements;

Gathers information and evidence

Secures crime scenes and protects integrity of evidence

Prepares detailed reports and sketches

Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering CPR or first aid, or extinguishing small fires

Enforces vehicle operating laws, parking laws, and DUI laws

Conducts sobriety tests

Uses visual observation and pacing to enforce speed laws

Responds to traffic accidents/complaints

Investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers

Measures accident scenes and makes drawings of accidents

Reviews evidence, reconstructs accidents, and makes recommendations

Investigates traffic hazards

Coordinates removal of debris, animals, or other hazards from roadways

Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, parades, special events, funerals, businesses, or other situations as appropriate

Transports arrestees, inmates, mental patients, members of the general public, or other individuals as required

Work hours as scheduled

Performs duties at assigned work station that is determined by your supervisor

**Assignment to School Resource Officer functions may involve the following additional duties:**

Patrols designated school campuses, buildings, hallways, dining areas, courtyards, bus lines, parking lots, roads, or other areas to detect/deter criminal activity and traffic violations; maintains high visibility on the school campus; maintains a safe and secure environment for students and teachers.

Prevents/discovers commission of crime on campuses; monitors conduct and actions of students or other individuals; checks suspicious vehicles, persons, or situations; conducts searches of suspects or arrestees; collects illegal objects from students; writes citations, pursues suspects, or makes arrests as appropriate.

Assists in conducting investigations of complaints, crimes, or illegal activities involving students or occurring on school campuses; interview victims, complainants and witnesses and records statements; gathers information and evidence; secures crime scenes and protects integrity of evidence; prepares detailed reports and sketches.

Intervenes in fights/disputes which cause disturbances or disruptions; mediates conflicts.

Assist with development and implementation of crisis response plans for schools.

Promotes Positive community relations and breakdown of barriers between law enforcement and community youth by educating, counseling, motivating, and working to re-direct negative behaviors.

Assists with development and implementation of crisis response plans for schools.

Serves as a primary contact person with the public regarding law enforcement issues; assists in conveying relating crime prevention information to the community; makes speeches and presentations to student groups and civic organizations; prepares educational materials.

Teaches classes related to law enforcement, drug use/resistance, gang resistance, child abuse, dysfunctional families, and life experiences; prepares lesson plans, implementing a structured educational curriculum; assists in developing new educational programs; plans in-service classes for teachers; creates instructional videos for program use; provides at Citizens Police Academy.

Provides a liaison between with school administration, court officials, juvenile services, and other agencies.

Conducts advisory sessions with students; provides guidance/direction concerning school, home, and law enforcement issues to students, parents, and teachers.

Assists Youth Services and State Probation Officers in their supervision of juvenile offenders; discusses, develops, and implements alternative programs for juvenile offenders; coordinates and/or supervises work of juvenile offenders who have been assigned to perform community service work.

Assists in identifying problem students; refers problem students to specialized community agencies/resources for help as appropriate.

Coordinates security for special events; attends or participates in various youth-oriented activities, such as drug-free clubs, sports events, meetings, and community functions.

Transports arrestees, students, inmates, members of the general public or individuals as required.

Monitors inventory of educational/promotional materials, forms, supplies, and equipment; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

**Assignment to Court Security functions may involve the following additional functions:**

Monitors security of courthouse building and related facilities to ensure safety of all individuals

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Operates and monitors equipment such as metal detectors, x-ray machines, surveillance cameras, remote door locks, panic alarms, fire alarms, or other equipment/systems.

Serves as court officer

Maintains a security presence in the courtroom to ensure safety of court personnel, prevent disturbances of court proceedings, and prevent potential violence or use of weapons

Maintains continuous surveillance of courtroom

Provides protection for judges, attorneys, clients, witnesses, jurors, or other participants in court proceedings

Responds to violence, erratic behavior, alarms, or other unusual situations

Intervenes in physical confrontations

Escorts defendants, prisoners, or other individuals within the building as needed.

**Assignment to Horse Mounted Patrol functions may involve the following additional functions:**

Conducts patrol activities on horseback

Conducts training activities in conjunction with horses.

Participates in security and crowd control at athletic events, local events, fundraisers, and special community events with larger crowds and traffic problems

Participates in search/rescue activities, including lost/missing person searches, searches for escaped inmates, assistance to injured persons in remote areas, and assistance during disasters and emergency situations

Participates in lake duty patrol of trails, boat ramps, and recreation areas, with approval from U.S. Army Corps of Engineers.

Participates in public relations activities

Provides drug awareness education demonstrations and exhibits at schools in conjunction with Drug Abuse

Resistance Education (D.A.R.E.) and School Resource Officer programs; demonstrates skills/abilities of trained horses to schools, churches, and civic groups.

Performs routine patrol and/or training a minimum of six and one half hours per shift

Works in conjunction with CID to identify high crime neighborhoods.

Assists in the training of horses and riders.

Performs ceremonial duties and assignment (i.e. funeral)

Provides stable tours to scheduled groups and walk-ins.

**Assignment to Warrants Division may involve the following additional functions:**

Serves criminal warrants

Coordinates activities involving location of offenders, service of warrants, arrest of offenders, booking of arrestees, and completion of associated documentation.

Researches background information on warrants

Searches computer system to locate offenders and obtain relevant information

Checks previous booking information to provide current address, previous charges, photographs, and necessary precautions for service of warrant

Researches additional information such as place of employment, telephone numbers, and persons who might know location of defendant.

Works with other officers to secure arrests

Communicates with officers to exchange or obtain information

Coordinates backup coverage to increase officer safety and to prevent defendant from evading arrest or attempting escape

Provides backup coverage to civil process officers for evictions and service of arrest warrants of occupants as appropriate

Receives information from dispatchers or from Crime Stoppers regarding identification or location of criminals.

Coordinates extradition or transportation of prisoners between holding agencies.

**Assignment to Jury Coordination functions may involve the following additional duties:**

Schedules court dates/times for Grand Jury testimony; prepares and serves Grand Jury subpoenas

Prepares and mails Grand Jury summonses to prospective jurors

Completes work at assigned workstation that is determined by the supervisor

Must work hours as scheduled

**ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, or filing documentation

May operate radar equipment when needed

Conducts various errands as needed, which may include transporting documentation to courthouse or other locations, transporting bank transactions, transporting blood to hospitals in cases of emergencies, delivering emergency messages, or other tasks

Provides backup coverage or assistance to other employees or departments as needed. Performs other related duties as required

PT test may be required before interview

## **MINIMUM QUALIFICATIONS**

High School Diploma or GED; supplemented by completion of basic police officer training program; supplemented by one (1) year of previous experience and/or training involving law enforcement or security work, and training/work in area of specialized assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet requirements of Minimum Standards Law (TCA 38-8-106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. Must possess and maintain valid Firearms Certification, ASP Tactical Baton Certification, and Chemical Weapons Certification. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license. Participation on the S.W.A.T. team requires a minimum of one year of direct law enforcement experience and a valid basic S.W.A.T. team training certification. Assignment to field training functions may require possession and maintenance of a valid Field Training Officer certification and/or other certification in specific area of instruction (such as CPR, firearms/weapons, traffic radar, or other area). Assignments to the School Resource Officer (SRO) Division, Judicial Service's, Mounted Patrol, Criminal/Civil Warrants Division may require completion of a basic certification school for that particular assignment.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probably interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 165 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally and effectively in stressful situations. All tasks require the ability to hear. Employees' must have aided or unaided hearing between zero (0) and twenty-five (25) decibels for each ear at the frequencies of 500Hz, 1000Hz, 2000Hz and 3000Hz.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

Estimated Total Hours: 1.5 Maximum Continuous Time: 45 Mins

**2. SITTING**

Estimated Total Hours: 6.5 Maximum Continuous Time: 30-45 Mins

**3. LIFTING/CARRYING/PUSHING/PULLING**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.			X		
51-75 lbs.				X	
76-100 lbs.				X	
>100 lbs.				X	

**4. PUSHING/PULLING**

Objects: various, on occasion

**5. CLIMBING**

Device: Hills, walls, etc.

Height: various

Frequency: Occasionally

**6. BENDING/SQUATTING/KNEELING**

Tasks: Assisting with first aid at accident scenes

Frequency: Occasionally

**7. REACHING**

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5 lbs
21-36"	Down	Daily		15 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	



	<b>Patrol</b>	<b>SRO</b>	<b>JS</b>	<b>Warrants</b>
<b>Inside Building</b>	<b>5% of time</b>	<b>95%</b>	<b>95%</b>	<b>25%</b>
<b>Outside</b>	<b>95% of time</b>	<b>5%</b>	<b>5%</b>	<b>75%</b>

9. **OTHER JOB DEMANDS**

<b>Does Job Require</b>	<b>Yes</b>	<b>No</b>
<b>Crawling</b>	X	
<b>Jumping</b>	X	
<b>Lying on Back</b>	X	
<b>Lying on Stomach</b>	X	
<b>Twisting</b>	X	
<b>Sweeping/Mopping</b>	X	
<b>General Cleaning</b>	X	
<b>Handling Trash</b>	X	

10. **HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		<b>Daily</b>
<b>Grasp</b>	X		<b>Daily</b>
<b>Fine Motor i.e.: writing, twisting hands or wrist, etc.</b>	X		<b>Daily</b>

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Full Legal Name (printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date