

DRAFT – June 18, 2018

PUBLIC SAFETY JOB FAMILY – POLICE OFFICER

JOB FAMILY CONCEPT: The Public Safety job family is responsible for all aspects of regulatory and legal enforcement and providing a safe campus, institution, and community. Public Safety roles provide environmental health safety and evaluation, emergency preparedness, training and guidance, and protection for students, staff, faculty, general public and environment.

POLICE OFFICER

The Public Safety Professional role provides specialized public safety services, and interprets and applies laws, policies, and procedures. This role requires specialized education, training, and/or experience. Employees in these roles must pass a background investigation, perform shift work, and adhere to physical and training standards.

The **Police Officer** role is distinguished from the **Security Guard** role by the responsibility for the enforcement of state, federal, local and university regulations. The **Police Officer** has full arrest powers for their area of jurisdiction.

POLICE OFFICER 1

Typical Functions

- Enforces federal, state, and local laws and University policies
- Responds to calls for service
- Conducts investigations
- Makes arrests
- Documents incidents and writes detailed reports
- Utilizes databases to enter information
- Patrols assigned areas to deter and detect crime
- Apprehends, arrests and files charges on suspects
- Regulates traffic and enforces traffic violations
- Prepares and presents testimony in court
- Maintains security of area
- Performs community engagement functions
- May have specialty area of focus
- May train new employees and identify training needs
- May function as on-scene incident commander

Complexity and Decision Making Authority

Work is performed within established guidelines. Decisions include how to carry out work in varying circumstances by interpreting individual situations and documents and determining which guidelines are most effective out of those available.

Knowledge, Skills, and Abilities

Excellent verbal and written communication skills. Active listening skills. Excellent customer service skills. Ability to enter and retrieve information accurately. Ability to learn department specific software and databases. Ability to use a multichannel radio system. Ability to train others. Ability to act calmly during stressful situations. Ability to work with a wide variety of people. Ability to pass and maintain physical fitness standards. Ability to qualify with a firearm. Ability to successfully complete a Field Training program.

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Education/Experience

High school graduation or the equivalent.

License/Certification

POST (Peace Officer Standards Training) certified, or the ability to obtain certification within 6 months of hire. Valid Tennessee driver's license required.

POLICE OFFICER 2

Typical Functions

- Performs functions of level 1, in addition to supervising and assigning the work of those at level 1 and other department employees.
- Creates work schedules and is responsible for performance management
- Analyzes data, statistics, and trends
- Creates plans and provides input to departmental planning
- May perform administrative functions

Complexity and Decision Making Authority

Interprets situations and determines which guidelines are most effective out of those available.

Knowledge, Skills, and Abilities

Knowledge of specialized area of law enforcement. Leadership and supervisory skills. Excellent verbal and written communication skills. Active listening skills. Excellent customer service skills. Ability to enter and retrieve information accurately. Ability to learn department specific software and databases. Ability to use a multichannel radio system. Ability to act calmly during stressful situations. Ability to work with a wide variety of people. Ability to pass physical fitness standards. Ability to qualify with a firearm.

Education/Experience

High school graduation and three to five years of progressively responsible relevant experience, or an equivalent combination of education, training, and experience.

License/Certification

POST (Peace Officer Standards Training) certified. Valid Tennessee driver's license required.