

Addition March 1, 2010
Revised April 6, 2009
Addition April 7, 2008
Addition April 15, 1996
Revised Dec 18, 1995
Revised May 15, 1995
Revised July 1, 1985
Effective May 1, 1984

City of Knoxville

JOB DESCRIPTION FOR POLICE PATROL OFFICERS

Each police patrol officer for the City of Knoxville shall serve as a member of the police department and perform the following duties in accordance with State and any other applicable laws and City Ordinances:

1. Patrol the City of Knoxville for the purpose of preventing crimes and other hazards which may threaten the peace and welfare of the City and/or its residents and owners of businesses.
2. Respond to accidents, fire alarms and any other events which might attract a spontaneous gathering of people in order to direct traffic and/or maintain control and order at the scene;
3. Direct traffic and investigate traffic accidents as well as enforce traffic laws and parking regulations, and operate any speed measuring device as directed;
4. Render miscellaneous police services such as aiding sick, lost or injured persons, and discovering and reporting fires, leaking water and gas mains, downed electric wires, street and sidewalk defects, defective street lights, obstructions in streets, alleys or sidewalks, the checking of business establishments, licenses, permits, etc.;
5. Seek to adjust or settle disputes between individuals or groups by persuasion and an explanation of the applicable laws or regulations but refer situations over which he/she lacks jurisdiction to the proper authority or agency;
6. Investigate door to door solicitors of any kind, suspicious acting individuals, or groups in or out of vehicles, probable vice or chemical substance activities, and probably juvenile delinquency situations;
7. Protect the scene of any crime which may be subject to further investigation by preventing the removal or destruction of, or tampering with any evidence by anyone and preserve the scene until the arrival of a superior officer;
8. Issue citations to violators of the various laws or ordinances; and in any serious situation make an actual arrest, taking the offender into custody following established departmental procedures regarding the contact of any other officer and place of deposit of the arrested person.
9. Patrol school crossings and parking areas, as well as handle juvenile cases from the schools or any other community agency, group or individual;

Job Description continued:

10. Patrol for, and respond to calls regarding, loose or stray animals and to restrain (tie up, pen, etc.) or see that the owner restrains such animal; and contact the animal control person for Knoxville for removal or transportation of such animal if necessary for it to be impounded.
11. In the case of a response to any accident or crime, or the discovery of a crime scene following a crime, etc., make a preliminary investigation as well as record all data and pertinent information so as to provide an adequate written record for further investigation by another officer and/or your own testimony in any court proceeding;
12. Perform such other duties as appropriate to help provide an effective police service to the city, including the filing of daily any special logs or reports, and directing traffic for special circumstances such as funerals, snow removal, water main breaks or any other situation in another City department which requires police assistance or traffic control.
13. Report or tag old cars without up to date license or city stickers.
14. Report buildings being built to city hall to see if a permit has been issued.
15. Issue verbal warning or written (if owner not home) for grass left in street from mowing. Second offense call result in a complaint/ticket being issued;
16. Concerning the gazebo, please give verbal warning to children playing or rollerblading on the gazebo;
17. In the event that a patrol officer needs to summon assistance, he/she shall call for assistance and/or direction in the order listed below:
 - A. Police Chief
 - B. Sheriff's office
18. In the event that a patrol officer is called by any person, firm or corporation about any type of problem, the patrol officer will fill out a report on that call regardless of his/her findings;
19. Each new full-time officer hired will be provided by the City four new uniforms (two for each season). Part-time officers will be provided by the City one new uniform will be brought in for examination by the Mayor or Police Committee Chairperson;
20. When there is overtime, it must be explained in writing on payroll report in addition to the "Compensatory Time" worked form.
21. Is able to perform all physical aspects of the job which includes:
 - a) Physical Demand Level: Medium Work—Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. On a rare occasion, lifting in excess of 60 pounds to assist a victim who has fallen and needs help getting up. Physical Demand requirements are in excess of those for Light Work.
 - b) The ability to quickly move the arms or legs.
 - c) The ability to exert one's self physically over moderate periods of time without getting winded or out of breath.
 - d) The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Physical Demand continued:

- e) The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
- f) The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs.
- g) Performing physical activities that require moving on's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.

To abide by the Motor Vehicle Report and Drug & Alcohol Policy. (Added March 1, 2010)