

Employment Opportunity

City of Portland

The City of Portland has a full time position available for a **Certified Police Officer**.

An application and job description may be obtained from the receptionist at Portland City Hall, Monday through Friday, 8 AM to 4:30 PM. They are also available online at www.cityofportlandtn.gov.

Completed applications must be returned no later than 4:30 PM on February 2, 2012 to:

Office of the Mayor
Portland City Hall
100 South Russell Street
Portland, Tennessee 37148

The City of Portland is an equal opportunity employer.

Kenneth Wilber

Mayor

JOB DESCRIPTION: Police Officer

DEFINITION

This classification is to provide protection of life and property, enforcement of federal, state and local laws and ordinances, response to emergency/non-emergency situations, investigation of criminal activity, and specialized duties within as assigned division/unit. Work is performed under regular supervision. This person reports directly to the shift supervisor.

EQUIPMENT/JOB LOCATION

This work requires medium exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally. Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, fingering, grasping and feeling. The worker is subject to inside and outside environmental conditions, extreme weather, noise, noise hazards and atmospheric conditions. This worker may be exposed to blood borne pathogens and may be required to wear specialized personal protection equipment.

ESSENTIAL FUNCTIONS OF THE JOB

Patrols city, responds to service requests;
Enforces laws and ordinances;
Makes arrest;
Testifies in court;
Prepares records and files;
Operates patrol vehicle on assigned shift to observe for violations of traffic laws, suspicious activities, or persons and disturbances of law and order;
Responds to radio dispatches, and answers calls and complaints;
Issues citations to violators;
Serves warrants;
Provides police escorts, directs traffic;
Performs residential and commercial checks;
Fills out arrest records, fingerprints, photographs, etc.; performs prisoner security functions; completes traffic accident investigations;
Reports unsafe conditions existing in streets or other public facilities;
Assist with criminal investigations, conducts stakeouts, assists with presenting evidence, interviewing victims and witnesses, performs property and evidence duties;
Inspects vehicles and notifies garage of necessary maintenance required; and
Participates in a variety of in-service training programs.

ADDITIONAL EXAMPLES OF WORK PERFORMED

May be required to perform supervisory duties in the absence of a superior officer;
May be assigned to crime prevention, community policing, field training, special operations, technical support, or investigation operations;
Assist dispatcher if necessary; and
Performs related tasks as required.

REQUIRED KNOWLEDGE AND ABILITIES

General knowledge of police methods, practice and procedures;
General knowledge of the geography of the city and location of important buildings;
General knowledge of the rules and regulations of the Police Department;
Ability to write legibly;
Ability to effectively write reports using Standard English and grammar.
Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports;
Ability to deal courteously but firmly with the public;
Ability to analyze situations and to adopt quick, effective and reasonable course of action with due regard to surround hazards and circumstances;
Skills in the use of firearms and the operations of motor vehicles;
Hearing is required to receive detailed information through oral communications and/or to make fine distinction in sound; and
Visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicle or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.

QUALIFICATIONS

Must meet Minimum Standard Law (TCA 38-8-106) requirements;
Must be a citizen of the United States;
Must be at least 18 years of age and meet the physical, psychological and criminal records and other standards for the assignment established by the Portland Police Department;
Possess a valid Tennessee Driver's License; and
Police certification must be obtained ~~with~~ six months of employment.

Within