

**Knox County Sheriff's Office
Position Description**

PATROL OFFICER

Date of last revision: September 2019

Job Code:

Job Grade: 8

FLSA Status: Non-Exempt

Division:

Reports to: Law Enforcement Sergeant

Civilian position

Corrections position

X

Law enforcement position

Position Summary

The Patrol Officer has the primary responsibility to patrol assigned zone under limited supervision while exercising responsibility for the enforcement of state and local laws, and various ordinances related to public safety.

Required Duties

The following are required duties of this position:

1. Implements policy related to safety of others.
2. Patrols an assigned area on foot or in a vehicle. Inspects doors and windows of buildings. Investigates unusual crowds.
3. Assists Detectives as needed and directed at a crime scene and follows-up on each case, as necessary.
4. Handles a number of routine, stable tasks that do not change over time and a few complex tasks (such as responding to an emergency situation).
5. May appear in court on cases, as required.
6. Other duties as assigned.

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. High school diploma or equivalent required.
3. Must be able to acquire certification by the Tennessee Peace Officers Standard and Training Commission (P.O.S.T).
4. Must be able to complete the Field Training Officer Program.

Experience Required

The following experience is required for this position:

1. Achieved Patrol Officer eligibility by meeting all Merit Council requirements.
2. College Degree in a Law Enforcement related field or Military experience preferred.
3. Prior Law Enforcement experience preferred.

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Knowledge of or ability to learn modern methods and practices of criminal investigation and identification.
2. Working knowledge of or ability to learn pertinent federal and state laws with particular reference to the apprehension, arrest, and prosecution of persons.
3. Working knowledge of or ability to learn geography of the city and areas requiring special police attention.
4. Ability to obtain information through interview, interrogations, and observation.
5. Ability to execute duties firmly, tactfully, and impartially.

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must be able to apprehend and restrain criminals and hostile suspects.
2. Must be able to lift equipment of up to 100 pounds.
3. Must be able to operate a variety of office equipment.
4. Must be able to operate a variety of law enforcement equipment, including firearms.
5. Must maintain the ability to work any hours, any shift and any days off during your career.
6. Must be able to pass an appropriate medical examination that includes, but not limited to, vision and hearing tests.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Investigates and reports on accidents, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
2. Responds to emergency calls.
3. Enforces all state felony and misdemeanor laws and various county ordinances.
4. Apprehends, arrests, and detains criminal suspects and law violators as necessary.
5. Issues citations to moving and parked traffic violators.
6. Directs traffic when necessary.
7. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or supervisor.

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Department-issued firearms
2. Restraining devices
3. Police radio
4. Computer equipment
5. Photocopier
6. Multi-line telephone
7. Fax machine

The Knox County Sheriff's Office is an equal opportunity employer.

