

## **PUBLIC SAFETY OFFICER**

**GENERAL DESCRIPTION:** Performs general duty police and fire protection work as a member of a combined police-fire unit. This employee works under the direct supervision of the Police Sergeant and the general supervision of the Police Chief. A Public Safety Officer is assigned to a Public Safety Zone and is responsible for the rapid and efficient performance of specialized duties under emergency conditions involving personal hazard. The work is normally performed under the supervision of a superior officer, but the Public Safety Officer may frequently have to use independent discretion in emergencies.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Maintains high level of visibility on patrol of the business and residential communities;
- Operates a patrol vehicle in a safe manner under emergency and normal conditions;
- Responds to and assists in the suppression of fires within the assigned zone;
- Conducts investigation of; property crimes, crimes against persons, complaints for misdemeanor and felony offenses;
- Conducts interviews in criminal investigations;
- Enforces traffic laws by, issuing citations for parking violations, hazardous and non-hazardous traffic violations and working radar for speed zones;
- Responds to and investigates domestic violence incidents in accordance to law as well as; assault and fight calls;
- Responds to and secures traffic accident scenes as well as investigation of accidents with personal injury and property damage;
- Promotes favorable public relations by assisting citizens with advice and concern;
- Represents the Police Division in a professional manner of appearance and image;
- Completes all paperwork; i.e., incident reports, traffic citations, and case files in an accurate, concise and organized manner;
- Enforces the laws and ordinances of the Town and the State and meets the requirements for yearly in-service training;
- Takes proper care of patrol vehicle, uniforms, and other equipment and firearms that are assigned;
- Prepares for court appearances and court testimony;
- Provides medical assistance to victims of crimes and accident scenes;
- Provides backup function when required for calls for services;
- Maintains public order through active zone patrol;
- Obtains legible, accurate fingerprints of all persons arrested;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive and broad knowledge of the principles and practices of modern police methods; knowledge of basic English, grammar, spelling, and punctuation sufficient to accurately complete reports and take

notes; ability to read and interpret complex written materials such as; policy and procedures, laws and ordinances, publications, etc. ability to evaluate completeness and accuracy of written materials such as; forms, warrants, citations, etc.; ability to memorize physical descriptions, distinguishing characteristics, aliases of people and or objects presented in writing; ability to complete standardized forms and reports accurately; ability to arrange and communicate ideas and information in a clear and concise manner; ability to translate one's observations of incidents, persons, situations, etc. into writing; ability to orient oneself to a particular geographic area; ability to apply general rules to specific problems or situations to come up with logical answers; ability to deal calmly and rationally with irate or unreasonable individuals; ability to establish priorities and make correct decisions based on available information.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of high school diploma or approved GED certificate. Successful completion of POST- State Police Academy during the first year of employment. Must possess a valid driver's license issued by the State of Tennessee. Successful completion of a State approved Fire Academy. Two years of course work in the criminal justice or related field desirable, or any equivalent combination of training and experience.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Employees in this classification are responsible for maintaining themselves as physically fit in order to meet the demands required of the position. Task involves the regular, and at times sustained, performance of heavier physical tasks such as; walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb.) items and occasionally very heavy (100 lbs. or over) items. May involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both. Must be able to push and/or pull heavy objects, climb ladders, and possess the physical strength to carry an individual.

**Environmental Requirements:** Task may require infrequent exposure to adverse environmental conditions such as cold, rain, snow, fumes, chemical sprays.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Attitude:** Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

**Reasonable Accommodations:** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 6**

**Non-Exempt**

**April 12, 2010**