**JOB DESCRIPTION**

**TITLE:** Police Officer / Police Patrolman

**JOB SUMMARY:**

Town of Mason, TN police officers perform law enforcement duties to enforce town, state and federal laws, while serving to ensure the safety of citizens, their lives, and property. They shall possess a well-versed knowledge of laws and are trained to act quickly, decisively, and appropriately in typical law enforcement situations as well as in emergencies. When officers are summoned or a situation requiring police intervention occurs in their presence, they must investigate, and occasionally may engage in physical confrontation to diffuse disruptive situations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following are descriptive of essential functions of the job and do not include other nonessential duties that may be required. The Town of Mason retains the right to modify or change the duties or essential functions of the job at any time.*

* Serves and Protects the public by performing law enforcement duties and enforcing all town, state and federal laws.
* Provides community policing and patrol surveillance of residential and commercial areas and may perform foot patrol of problem areas near homes, schools and parks.
* Exercises independent judgment in determining when to detain, search and/or arrest a person, and the appropriate degree of force to use as governed by laws, rules, policy and procedures.
* Responds to calls when dispatched to investigate citizen complaints; reports incidents of crimes in progress or discovered; investigates disturbances and traffic crashes; transports arrestees and testifies in court.
* Monitors traffic and ensures safety through surveillance operations and the issuance of traffic citations where necessary.
* Provides emergency assistance at crash scenes, fire scenes and in other situations that involve emergency medical assistance.
* Documents preliminary information, identifies injured parties, secures witnesses, gathers evidence, protects crime scenes and makes proper notifications as required.

* Communicates radio broadcasts, prepares law enforcement reports, documentation, sketches, and drawings as required to ensure that police reports and records are accurately maintained.
* Operates a personal computer with assigned software; shares information with other law enforcement agencies through TN Information Enforcement System (T.I.E.S.) and TN Bureau of Investigation (TBI).
* Provides training and support for new recruits as assigned.
* Provides crime prevention education to the public as assigned.
* Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Knowledge of the principles, practices and operating requirements of municipal government and law enforcement.
* Knowledge of law enforcement procedures and standards and the ability to conduct law enforcement duties including arrest control, firearm safety, DUI restraints, felony stops and controlled substance detection.
* The ability to handle stressful situations, work well under pressure, interact with all types of individuals, resolve problems and manage conflict, identify threatening situations and de-escalate aggressive behavior.
* Knowledge of police tactics and procedures including arrest techniques and procedures, handcuffing, conducting individual and building searches, self-defense tactics, suspect booking, Miranda Rights, property handling, and qualification and proficiency in using assigned firearm(s).
* Skill and ability to learn and use required computer software applications.
* Ability to communicate with the public on topics related to crime prevention and enforcement.
* Ability to own and use a firearm.
* Skills in utilizing problem-solving strategies.

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