

CITY OF CHATTANOOGA
Classification Specification Title: Master Police Officer

Department: Police

Pay Grade: PD.5

Supervision Received From: Police Sergeant

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY

Incumbents in this classification are responsible for making on the spot recommendations and corrections to officers and may serve as the officer in charge in the absence of team/unit supervisors when authorized by the team/unit commander. Master Police Officers are fully competent in performing all the duties of a Police Officer as well as conducting roll-call; completing timesheets; logging monthly statistics; conducting vehicle inspections; managing crime scenes; completing off-day grids/lists; completing work lists; and representing the department.

SERIES LEVEL: The Police Master Officer is the third level of a six level sworn police series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Performs the full range of duties of a Police Officer.

Makes recommendations and corrections to subordinate officers and may serve as the officer in charge in the absence of team/unit supervisors when authorized by the team/unit commander.

Performs a variety of administrative tasks in support of departmental operations which includes conducting roll-call, completing timesheets, logging monthly statistics, conducting vehicle inspections, managing crime scenes, completing off-day grids/lists, and completing work lists

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED and completion of ten (10) years of service with this department on the date the position announcement closes to be eligible for promotion to Master Police Officer.

LICENSING AND CERTIFICATIONS

Valid Driver's License, P.O.S.T. Certification, CPR Certification.

SUPPLEMENTAL INFORMATION

KNOWLEDGE AND SKILLS

Knowledge of applicable federal, state and local laws, ordinances, codes, rules, regulations, statutes, policies and procedures; public relations and customer service principles; firearms techniques; safety principles and practices; defensive techniques; physical apprehension, handcuffing and restraining techniques; traffic and parking control methods; civil and criminal investigation methods. Skill in conducting roll call; tracking statistics; completing grid and work lists; conducting vehicle inspections; managing crime scenes; interpreting, applying and communicating applicable laws, ordinances, codes, rules, regulations, policies and procedures; providing customer service; using a computer and related software applications; operating and controlling emergency vehicles; solving problems; conducting negotiations and mediations; investigating criminal and/or traffic violations; using firearms and batons; apprehending, handcuffing and restraining individuals; preparing timesheets and reports; using defensive tactics; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects. Incumbents may be subjected to vibrations, fumes, odors, dusts, extreme temperatures, inadequate lighting, work space restrictions, intense noises, infectious diseases, criminal suspects and prison inmates.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.