

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Police Officer**

**Department: Police**

**Pay Grade: PD.2**

**Supervision Received From: Police Sergeant**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/3/25;**

**9/4/24; 10/20/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for enforcing city codes, ordinances and local, state and federal laws and regulations by patrolling, performing surveillance, investigating crimes, responding to emergency calls and performing other public safety activities.

**SERIES LEVEL:**

The Police Officer is the second 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.)*

Enforces all city and state codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security.

Maintains visibility by patrolling assigned area, city streets, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, vagrants, suspicious persons, and other violators.

Performs surveillance of various locations and of criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to locations/suspects; files intelligence reports.

Responds to calls for service; investigates reported crimes; interviews and obtains statements from victims, witnesses, suspects, and confidential informants; processes crime scenes; gathers, prepares, and submits evidence to crime lab.

Obtains warrants; performs various search operations; locates missing persons.

Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.

Responds to emergency calls and calls for assistance; mediates disputes and advises suspects of rights. Assists fellow officers as requested/necessary on domestic and theft calls, executing warrants, serving subpoenas, and making traffic stops.

Responds to accident calls; gathers information at the accident scene; investigates and reconstructs serious injury or fatal accidents; interviews victims and witnesses; investigates hit and run accidents; notifies relatives of victims as necessary.

Performs functions at accidents, emergencies, fires, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with EMS teams.

Establishes road blocks; administers field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards.

Stops vehicles for traffic violations; issues traffic citations and warnings.

Contacts command/supervisory personnel for emergency response and critical incident communications.

Identifies illegal drugs and hazardous materials; maintains knowledge of the most commonly abused prescription drugs.

Enters/retrieves data to/from computer systems including stolen property, arrest and wanted persons information, investigation data, and criminal/driving records checks; reviews crime statistics.

Identifies, documents, and processes various components of crime scene; collects evidence; photographs/videotapes crime scene; processes scene for fingerprints; inspects records and documents to confirm identity of individual.

Documents case information; assists in the prosecution of offenders; appears in court to present evidence and testimony.

Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Exchanges information with dispatchers, attorneys, court personnel, medical examiner, fire and EMS personnel, medical professionals, and other departments and agencies; communicates effectively on law enforcement radio.

Maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.

Attends shift meetings, seminars, and specialized/update training sessions as required to maintain knowledge of departmental and city operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

Maintains cleanliness of vehicle; refuels, checks fluids and tires, and requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

May perform special operations, investigations, and/or team activities such as media and/or public information, special response team (SRT/SWAT), bike, traffic, DUI task force, negotiations, juvenile, vice, homicide, burglary and robbery, various type thefts and abuse, arson, bomb technician, warrants, gang unit, narcotics, evidence/property control, identification, communications, field training, canine handler/trainer, training, teaching, fleet services, and/or other duties as assigned.

Assists with interdepartmental duties and city activities, which may include working within school zones, directing traffic, assisting in animal control, providing security at city social events and athletic activities, special escorts, crowd/riot control, or other special assignments.

Performs special tasks which may include taking photographs and fingerprints, receiving, issuing, and/or inventory control of supplies and/or equipment, verifying and processing warrants, summons, and related paperwork, assigning vehicles, and preparing lesson plans.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Attends community meetings and assists with community activities, programs, and crime prevention; may promote, coordinate, teach, and/or participate in outreach programs.

Substitutes for co-workers in temporary absence of the same; may assist with overseeing activities of other police officers as assigned.

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 related duties as required.

SPECIFIC DUTIES based on Assigned Areas:

1. Positions assigned to Bike Patrol are responsible for: Patrolling downtown areas to identify potential problems. Maintaining and performing minor repairs to bicycles.
2. Positions assigned to Canine are responsible for: Caring for and training assigned canine. Responding to reports of felonies to locate and apprehend felons and detect contraband.
3. Positions assigned to Crime Analysis are responsible for: Formulating queries to extract information from relational database systems to analyze crime data and identify crime patterns, trends, and series. Utilizing GIS software to map crimes and related information for geospatial analysis to assist in investigations. Implementing and maintaining software systems utilized for crime analysis.
4. Positions assigned to Crime Scene Processing are responsible for: Processing crime scenes and providing expertise regarding the processing and submission of physical evidence Identifying, collecting, and preserving physical evidence Photographing crime scenes; recovering and documenting latent prints and/or other physical evidence Preparing accurate reports pertaining to evidence, property, and crime scene activities. Testifying in court regarding the processing of crime scenes
5. Positions assigned to Internal Affairs are responsible for: Inspecting and reporting on the effectiveness and staff adherence of departmental operations, rules, regulations, policies, and procedures. Investigating complaints against Officers.
6. Positions assigned to Investigations are responsible for: Comparing and evaluating a variety of items to make comparisons in investigatory processes, including impressions, fingerprints, and/or other related items. Gathering and analyzing a variety of data and information in support of solving crimes and to aid in the prosecution of alleged criminals. Conducting surveillance. Interviewing witnesses, suspects, and victims.
7. Positions assigned to the Regulatory Bureau are responsible for: Enforcing ordinances and laws concerning taxi cabs, horse-drawn carriages, wreckers and beer. Facilitates vehicle transfers. Issues permits and collects related fees. Attends and participates in Beer Board and Taxi Board hearings and meetings.
8. Positions assigned to Special Operations/Events are responsible for: Creating operational plans for applicable events. Maintains historical records and files on applicable events.
9. Positions assigned to the SWAT team are responsible for: Serving high-risk warrants. Responding to hostage situations, barricaded gunmen, active shooters, and other related situations.
10. Positions assigned to Traffic are responsible for: Performing traffic control and enforcing motor vehicle and criminal laws. Investigating traffic accidents to determine causes and criminal activity.
11. Positions assigned to Traffic Investigations are responsible for: Performing basic criminal investigations related to traffic accidents. Controls and directs traffic at accident scenes.

12. Positions assigned to Training Officer are responsible for: Participating in the coordination of basic academy training schedules. Instructing and overseeing Police cadets. Facilitating in-service training, remedial training, and specialty schools related to public safety operations, procedures, and practices. Maintaining the firing range. Maintaining firearms and electronic weapons.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED, graduation from the Police Training Academy, four (4) months of working with a Field Training Officer.

**LICENSING AND CERTIFICATIONS:**

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

**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; crime scene evidence collection techniques; physical evidence collection methods; photographic principles; civil and criminal investigation methods.

Skill in 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; processing crime scenes; using firearms and batons; apprehending, handcuffing and restraining individuals; preparing 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 running, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

Seavy 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.