



FINANCE DEPARTMENT

City of Gatlinburg

Police Officer Position Vacancy Information and Requirements

The City of Gatlinburg Police Department is accepting applications for Police Officers. Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at <http://gatlinburgtn.gov/jobs.html>.

Applicants meeting the minimum qualifications must pass a physical agility test, background verification, written test and a personnel assessment.

STEP 1: Meet the Minimum Qualifications:

- At least 18 years of age;
- A citizen of the United States;
- A high school graduate or equivalent;
- Not have been convicted of or plead guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances, and not have been released or discharged under any than honorable discharge from any of the armed forces of the United States;

STEP 2: Complete and return the application by the deadline of **July 3, 2018, 4:00 p.m.** All applicants who meet the minimum qualifications may go to step 3. You will not be notified.

Resumes may be included as a supplement to the application but NOT as a substitute. Please include copies of any certifications or diplomas. Applications must be received in City Hall at the Human Resources office by 4:00 on July 3, 2018. Applications cannot be faxed or emailed.

STEP 3: Applicants must pass the **physical agility test** which will be administered on Tuesday, **July 10, 2018** at Mills Park, 156 Proffitt Rd. (Next to Gatlinburg-Pittman High School) Gatlinburg, TN beginning at **9:00 am**. Registration will begin at 8:40 am.

Please bring **PHOTO ID** and come dressed in appropriate clothing for the physical agility test. The timed test includes sit ups, push ups, running, jumping, pulling, climbing and dragging.

Applicants that pass the physical agility test will be asked to take the **written test** (Please bring **PHOTO ID**) which will be administered on Tuesday, **July 10, 2018** at the American Legion Building 1222 East Pkwy Gatlinburg, TN beginning at **1:00 pm**.

STEP 4: Background checks will be performed on all applicants who pass the physical agility test and written exam.

STEP 5: Applicants shall complete a personnel assessment.

STEP 6: The top rated applicants that successfully fulfill the requirements of Steps 1-5 will be given the opportunity to interview.

STEP 7: An employment candidate will be selected from the applicants interviewed in Step 6

STEP 8: Following a conditional offer of employment, the candidate must:

- Successfully pass a physical examination by a licensed physician
- Successfully pass a drug screen
- Have good moral character as evidenced by a background investigation
- Be free of all apparent mental disorders as described in the Diagnosis and Statistical Manual of Mental Disorders, 3rd Edition (DSM-11) of the American Psychiatric Association, and be certified as meeting these criteria by a qualified professional in the psychiatric and psychological field.

Salary and Benefits:

The current starting pay for a Police Officer is \$28,809. Upon successful completion of the Police Academy, newly sworn Officers advance to \$37,680.

The City currently provides the following 100% City-paid benefits: United Healthcare medical insurance, dental insurance, \$20,000 life insurance policy, long-term disability insurance, longevity pay, Employee Assistance Program (EAP), vacation leave, sick leave, 11 paid holidays and bereavement leave. Additionally, the Department provides all uniforms and equipment.

Additional information may be obtained by calling Human Resources at (865) 436-1414 or call the Gatlinburg Police Department at (865) 436-5181.

The City of Gatlinburg does not discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

Police Officer

Nature of Work

This is very responsible law enforcement work maintaining the safety and security of commercial businesses and private residences and assisting with law enforcement activities for the citizens of Gatlinburg. Activities associated with the job include the routine patrol of businesses and neighborhoods, investigation of complaints, criminal activity and accidents, prosecution of criminal and civil cases, preparation of reports and other documentation and the apprehension of individuals suspected of criminal activity. Service of civil and criminal warrants is assigned by administrative and command staff as needed. Job activities are physically demanding, potentially hazardous, and require strong interpersonal, organizational and decision making skills. Job performance is reviewed by Police Sergeants and/or Lieutenants through analysis of crime prevention and apprehension activities, ability to interact successfully with constituents and other law enforcement/emergency personnel and expertise in related crime prevention disciplines.

Illustrative Examples of Work

- Conducts patrols of commercial property and private neighborhoods to insure the safety and security of residents, visitors and business owners.
- Investigates citizen complaints and responds to calls for service to obtain information, conduct investigations and determine the appropriate level of intervention and/or law enforcement action.
- Responds to radio dispatches and answers calls and complaints.
- Performs animal control work when required.
- Prepares reports and other documentation to support law enforcement activities and prepare evidence for judicial and court proceedings.
- Works with community groups and serves on various boards and committees as directed by the Chief of Police.
- Investigates traffic accidents and controls the flow of traffic around accident sites and other road hazards.
- Assists property and/or business owners with crime prevention techniques and programs to enhance security for their property.
- Apprehends individuals suspected and/or accused of criminal activities and provides safe custody to the appropriate correctional facility.
- Provides assistance to individuals in distress or in need of help.
- Executes civil and criminal warrants as assigned through the court and command staff.
- Conducts radar checkpoints and issues traffic citations for speeding, failure to wear seatbelts and other motor vehicle operation violations.
- Attends juvenile, criminal, sessions and city court proceeding to provide testimony, submit evidence, assist with court proceedings, etc.
- Responds to domestic and other volatile situations and attempts to resolve them or at a

minimum prevent further escalation.

- Participates on various special units including the bomb squad, SWAT teams, HAZMAT, etc.
- Maintains public order at special events and community activities.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school, supplemented with additional course work/training in crime prevention and/or law enforcement; sufficient strength and agility to perform the job in a variety of weather conditions; ability to interact effectively with the public; strong organizational and decision making skills; considerable knowledge of criminal and civil law or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of Federal Law, Tennessee Code Annotated Sections 39 and 55 pertaining to civil and criminal law, local statutes and ordinances.
- Considerable knowledge of Gatlinburg city ordinances and Police department policies and procedures or the ability to acquire this information within 60 to 90 days.
- Knowledge of civil and criminal court proceedings, presentation of allowable evidence and testimony, and service of criminal and civil warrants.
- Knowledge of contemporary law enforcement practices including surveillance techniques, apprehension of criminals and suspects, obtaining and service of warrants and regulations pertaining to motor vehicle registration and operation.
- Knowledge of common first aide practices and procedures pertaining to exposure to dangerous pathogens.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations to insure the safety of concerned parties.
- Ability to perform the physically demanding requirements of the job in a variety of weather conditions.
- Ability to interact in a professional and tactful manner with co-workers, clientele, emergency management personnel, perpetrators and local government and judicial officials.
- Ability to plan and organize job related assignments and activities to meet expected levels of performance, imposed deadlines and reporting requirements.
- Ability to make appropriate and timely decisions based upon all obtainable information relevant to the situation.
- Ability to acquire and utilize new job related information as required.
- Ability to comply with departmental physical training and/or testing requirements.
- Skill in the use of modern law enforcement weapons including handguns, rifles and shotguns and non-lethal law enforcement devices.
- Skill in the use of modern law enforcement protective devices, chemical sprays, radar equipment, radios, sirens and other emergency equipment.
- Skill in the operation of law enforcement vehicles and driving at high rates of speed.

Physical Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, fingering, grasping and feeling. Vocal communication is required for conveying detailed or important instructions to other accurately, loudly or quickly. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Incumbents are subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards and atmospheric conditions. They may be exposed to blood borne pathogens and may be required to wear specialized personnel protective equipment.

Necessary Special Requirements

- All Police Department personnel are required to maintain the highest standards of integrity, honesty and ethical behavior and conduct themselves in a professional and courteous manner at all times whether or not they are performing job related duties.
- Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.
- P.O.S.T. certification.
- Must meet Minimum Standards Law (TCA 38-8-106).
- Firearms certification.
- Radar gun certification.
- Aggressor control spray certification.
- Intoximeter EC-IR Operator certification.
- TIES & NCIC certified.
- Must be 18 years of age or older and meet the physical, psychological and criminal record checks established by the Gatlinburg Police Department.

Note: Incumbents must obtain a minimum of 40 hours in service training per year to maintain certification(s).

Gatlinburg Tennessee
FLSA – Non-Exempt
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