



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Position Announcement:

Commissioned Police Officer Position

Accepting Applications:

Expected Selection Date:

Classification Title: Police Officer 1, Level 1

Request Number:

Employment Status [] EX [X] NE

Job Pay Grade: 33

PRIMARY FUNCTION

Performs law enforcement, crime prevention duties and other general police/security services, enforces state and local laws as well as policies and procedures of the University of Tennessee, and conducts proactive patrol by means of foot, bicycle, motorcycle, or vehicle.

Assignments are made based on the needs of the department and are subject to change.

MAJOR DUTIES AND RESPONSIBILITIES

Community Oriented Policing

- Serves the community through proactive patrol of assigned area to identify potential security related situations and utilizing problem solving abilities independently and through partnerships
- Develops rapport with members of the university community as well as surrounding areas, and establishes partnerships with community members to develop prevention strategies
- Provides safety, crime prevention, and community policing information to contacts over the course of patrol duties, and participates in community relations activities

Calls for Service

- First responder for all emergency calls to include but not be limited to the following: alarms (fire, panic, holdup), hazardous material spills and leaks, traffic crashes, criminal activity in progress, assistance for injured/sick, and crimes in progress
- Responder for non-emergency calls to include but not be limited to the following law enforcement or safety and security concerns: Situations that indicate potential for violence or potential volatility and/or require coordination between UTPD and other UT departments for sensitive student, staff, or faculty issues; lock/unlock buildings; assist motorist

Police Department

1101 Cumberland Avenue, Knoxville, TN 37996-1940

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Flagship Campus of the University of Tennessee System 

Investigations

- Provides initial investigation for all calls of criminal activity and accidents.
- Protects and maintains crime scene as necessary.
- Coordinates with detectives regarding cases that require the additional expertise or involvement of the Criminal Investigation Division.
- Interviews victims, witnesses, and suspects and informs them of options available and additional processes to follow.
- Performs field stops and interviews.
- Makes arrests, issues citations, and gives warnings
- Prepares and submits applicable offense reports, follow-up reports, and other documentation as needed

Judicial Proceedings

- Appears in court as prosecuting officer or witness and presents testimony
- May be required to appear at university administrative hearings to provide testimony
- Prepares and submits applicable follow-up reports

Special Events and Assignments

- Provides security for events such as athletic events, concerts, speakers, visiting dignitaries, commencement and numerous other social activities where security personnel may be required to provide crowd control and maintain order

COMMUNICATIONS

Internal

Daily contact with members of the university to include students, parents, staff, faculty, and visitors to give information/directions, take police reports, conduct preliminary investigations, and provide victim assistance. May represent the department at university meetings or functions.

External

Frequent contact with members of local, state and federal law enforcement agencies to exchange information, provide assistance, or request assistance as necessary. Frequent contact with members of the general public during the delivery of law enforcement services. May communicate with news media on occasion. May serve as liaison between department and other agencies.

PHYSICAL REQUIREMENTS

In addition to meeting P.O.S.T. requirements officers must be able to:

- Stand for long periods of time, walk, climb, and lift
- Meet written departmental standards on appearance/grooming
- Pass a thorough background investigation
- Possess good moral character and driving record
- No prior criminal convictions that would prohibit the individual from meeting the standards set forth by the State of Tennessee to become a law enforcement officer
- Pass a Psychological Evaluation
- Pass a medical examination including vision screening and drug testing; must obtain immunizations and medical tests as required

WORKING ENVIRONMENT

- Required to work nights/weekends/holidays
- Must be able to work in inclement weather or weather extremes
- May be confined to patrol car for an entire shift
- May be exposed to hazardous materials, infectious disease, blood borne pathogens, steam, car battery acid, loud noises, smoke and fire
- Required to be knowledgeable and able to correctly use a TB Mask and other precautionary equipment

JOB SPECIFICATIONS

Minimum Education/Experience

- High School Education Diploma

Preferred Education/Experience

- Associates Degree or Bachelor Degree
- Current Peace Officer Certification
- Security, Military, or Law Enforcement

Skills

- Good customer service skills
- Demonstrate effective written and oral communication skills
- Demonstrate self-restraint in challenging and/or difficult situations
- Ability to work in a multi-cultural setting
- Demonstrate problem solving skills

Licensure/Certification

- Must be a certified police officer meeting all of the requirements for P.O.S.T. certification in Tennessee or be eligible for certification upon hire and completion of P.O.S.T approved police academy
- Must have a valid driver's license in the State of Tennessee or be eligible to obtain one within 30 days of appointment
- Must be at least 21 years of age
- Must attend and successfully complete, annually, a department authorized and POST approved in-service training course consisting of at least forty (40) hours of instruction.
- Must successfully complete the department field training program within designated time frame.

PROBATIONARY PERIOD

Sworn personnel are required to complete a 3 month and 6 month probationary period rather than the institutional standard 6 month period. The probationary period does not affect employee benefits such as medical and life insurance. All new employees continue to follow institutional guidelines for obtaining and commencing all benefits offered by the University of Tennessee.

TRAINING REIMBURSEMENT

The department has a training reimbursement plan that requires repayment of training costs if officer leaves department before three years of service. Further details will be provided.

Interested applicants should apply at <http://hr.utk.edu/recruitment/>. Interviews will occur with a committee of internal and possible external committee members. The Chief of Police will make the final decision for hiring.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job classification. Employees may be requested to perform job-related tasks other than those specifically presented in this description.