

**City of Glasgow**  
**Position Description**

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**Position Title:** Police Officer  
**Department:** Police  
**Classification:** Classified Full-Time  
**Status:** Non-Exempt (Hourly)  
**Compensation Range:** Grade 311

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**Reporting Relationship(s):**

**Position Reports To:** Police Sergeant

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**Position Purpose**

Under administrative direction of the Police Sergeant, performs police work of average difficult. Protects life and property and enforces laws and ordinances. Possesses and exercises all appropriate police powers.

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**Essential Functions and Basic Duties:**

- Stops vehicles to investigate, cite, or arrest occupants.
- Transports prisoners.
- Searches crime scene and auto accident scenes for physical evidence.
- Interview suspicious persons, not under arrest.
- Physically restrains persons who are not under arrest (e.g. mentally ill, hysterical persons).
- Subdues subjects resisting arrest.
- Observes traffic and pedestrians for violations of law.
- Observes businesses and dwellings for illegal entry.
- Directs traffic at accidents, parades, crime scenes, etc.
- Issues warning to offenders in lieu of an arrest or citation.
- Locates witnesses to crimes or accidents.
- Patrols assigned area on foot.
- Runs, jumps of obstacles, and climbs over obstacles.
- Completes reports.
- Operates police vehicles.
- Mediate family disputes.
- Investigates traffic accidents.
- Issues citations in lieu of arrest, traffic or criminal.
- Recovers and inventories stolen property.
- Skilled in the use and care of firearms.
- Performs related work as required.

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**Qualifications:**

**Training and Experience:**

- Graduation from an accredited high school or its equivalent (GED).
- Successful completion of required law enforcement training DOCJT.

**Special Requirement(s):**

- Possession of a valid driver's license.
- Must be at least 21 years of age by application closing date.
- Must be a United States citizen.
- Must not have been convicted of a felony.
- Ability to pass a physical examination and a physical agility test.
- Ability to pass a pre-employment drug screening test.

**Special Knowledge, Skills and Abilities:**

- Possesses skills in officer survival.
- Ability to exhibit pride and integrity, command respect, and project a positive personal impact.
- Knowledge of criminal law, particularly laws of arrest, search and seizure, protection of Constitutional rights of citizens, and admissibility of evidence.
- Ability to act quickly and calmly in emergency situations.
- Ability to be professional and discrete.
- Skilled in arrest control techniques.
- Ability to listen well.
- Ability to be objective and fair.
- Ability to establish and maintain good working relationships with supervisors, coworkers, and the general public.
- Skilled in vehicle operation, including operations under emergency response and driving conditions.
- Ability to understand and carry out oral and written instructions and prepare clear and comprehensive written reports.
- Knowledge of human behavior.
- Knowledge of rules and regulations of the Police Department and governing federal, state, and local statues and ordinances.
- Skilled in the use and care of firearms.
- Good physical condition and ability to maintain satisfactory fitness level.

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**Physical Activities and Requirements of the Position:**

**Finger Dexterity:** Using fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

**Talking:** Must frequently convey detailed or important information, instructions, or ideas accurately, easily audible, and quickly.

**Average hearing:** Able to hear average or normal conversations and receive ordinary information.

**Repetitive Motions:** Movements frequently and regularly required using the wrists, hand, and/or fingers.

**Average Visual Abilities:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery.

**Physical Strength:** Combination of sitting, standing and moving around the office and the community at large.

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**Working Conditions:** General office environment and outdoor activities in sometimes inclement weather. Subject to hazard conditions and situations in the normal course of duty.

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#### **Mental Activities and Requirements of the Position:**

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed instructions and to deal with problem involving variables.

**Mathematics Ability:** Ability to perform basic math skills including adding, subtracting, multiplying and dividing two-digit numbers; to perform the four basic arithmetic operations with money; to perform operations involving measurements.

**Language Ability:** Ability of average to above-average vocabulary and to read at an average rate; define unfamiliar words in dictionaries and other references and resources for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, and use adjective and adverbs. Ability to communicate in complex sentences; using normal word order with present and past tenses; using a good vocabulary.

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#### **Intent and Function of the Job Description**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Job descriptions are an integral part of any effective compensation system.

All descriptions contain only essential functions. Basic duties have been included. Peripheral tasks, only incidentally related to the position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the job. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.

This job description is not intended as and does not create an employment contract. The City maintains its status as an at-will employer. Employees can be terminated at any time for any reason not prohibited by law.