

Town of Bell Buckle (TN)

Police Officer - P.O.S.T. Certified

SALARY

Based on experience

LOCATION

Bell Buckle, TN 37020

JOB TYPE

Full-Time

JOB NUMBER

DEPARTMENT

Police

OPENING DATE

06/03/2026

Equal Opportunity Employer

The Town of Bell Buckle is an equal opportunity employer and does not discriminate on the basis of sex or handicap in its programs or activities pursuant to Public Law 93-112 or 101-336. The Town of Bell Buckle does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d.) The Town is a Drug-Free Workplace, and all applicants are subject to a background check, driving history check, and drug testing in accordance with Town policy.

Description

Must be currently P.O.S.T. certified to apply.

The essential function of the position within the organization is to secure the safety of the residents of Bell Buckle and apprehend lawbreakers. The position is responsible for enforcing local, state, and federal laws and ordinances, surveillance, making presentations, investigations, apprehension of lawbreakers, and related paperwork. The position works under general supervision of the mayor according to some procedures; and decides how and when to complete tasks.

This position is considered Safety-Sensitive. Applicants who pass the interview process will be subject to drug and alcohol testing.



Summary of Duties

Conducts routine patrols in residential and business areas of the Town; maintains contact with business owners and residents to establish good relations.

Responds to calls for police service and assistance with crimes, domestic disputes, disturbances, disputes among neighbors, juveniles, or other situations; apprehends lawbreakers as necessary; conducts follow-up investigations of crimes and disturbances; conducts surveillance of areas for suspected or potential criminal activity.

Obtains search warrants to investigate criminal activity; conducts interviews and processes crime scenes; processes prisoners through Bedford County Sheriff's Department. If need be assist Bedford County Sheriff's Department with calls within one mile outside the Bell Buckle City Limits.

Provides information and/or assistance to the public, informing citizens of services in the community, or providing referrals to other city, county, or state agencies; presents prevention programs or classes to various groups in the community, and provides counseling/mentoring to youth.

Interacts with residents and business owners to organize and support crime prevention programs; establishes new crime watch areas; handles special events as directed.

Maintains the peace and safety of the community by quelling public disturbances and maintaining order at group functions; provides escort service or performs parade duty as required.

Provides for safe and convenient flow of vehicle and pedestrian traffic within the community; investigates traffic accidents; enforces traffic violations; reports hazardous road conditions to appropriate personnel; and conducts DUI/speeding checks.

Issues civil or legal documents such as traffic citations; prepares forms and other documents as required; testifies in civil and criminal court proceedings or gives depositions; assists with prisoner transport.

Performs clerical tasks such as data entry, preparing correspondence, memos or warrants, telephoning, maintaining records, or gathering data/information to prepare routine and special reports.

Attends in-service training and technical or professional classes, seminars, or conferences to improve technical and professional skills and maintain required certification.

Minimum Qualifications

- Requires High School diploma or GED equivalent.
- Meet all lawful qualifications established by Tennessee law to be certified by the Tennessee Peace Officer Standards and Training Commission ("P.O.S.T."), T.C.A. Section 38-8-106 and regulations as same may be amended.
- **Applicants must be currently P.O.S.T. certified.**
- Must have a valid driver's license.

Supplemental Information

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a regular basis and 100 or more pounds of force on an occasional basis, and exceptional dexterity and skill in operating machinery, tools, or office equipment.

Employer

Town of Bell Buckle (TN)

Address

8 Railroad Square, PO Box 276
Bell Buckle, TN 37020

Phone

[\(931\) 389-9513](tel:(931)389-9513)

Website

<http://www.townofbellbuckle.com>

Please contact Debby Snell for application at Debby_Snell@Townofbellbuckle.com