



Police Officer (Multiple Positions Available)

Regular Full-time

Annual Starting Salary \$58,410.05

Job Pay Grade: MR07, Hourly Rate \$28.08

Night Shift Incentive \$1.50 = \$61,530.00

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:

Police Department

1101 Cumberland Avenue, Knoxville, TN 37996-1940

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Flagship Campus of the University of Tennessee System 

- 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.

Investigations:

- Provides initial investigation for all calls of criminal activity and accidents.
- Protects and maintains crime scenes 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 includes 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 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.

Retention Plan

The University of Tennessee Police Department has adopted a recruitment/retention plan for newly hired Police Officers. This includes those who are already POST/Commissioned Police Officers and those who are not yet Commissioned Police Officers. Upon hiring you will be

placed into one of the categories below. Categories may not be changed therefore whichever category you entered at the time of hire is the category you maintain for payment schedule. This plan specifically prohibits police officers from leaving one TN law enforcement agency to join another simply to participate in this plan again.

The chart below represents the category (position), dollar amount, and time distribution of payment:

Category	Payment Schedule				
	6 Months	12 Months	24 Months	36 Months	TOTAL
(1) POST/Commissioned Police Officer	\$1,000	\$3,000	\$3,000	\$3,000	\$10,000
(2) Non-POST/Commissioned Police Officer	-	\$3,000	\$2,500	\$2,500	\$8,000

Category 1 – POST Police Officer:

(A) Officers who meet the following conditions from outside the State of Tennessee:

Officers who have previous law enforcement experience and are currently certified as Peace Officers outside of the State of Tennessee only requiring the state "Transition" academy to receive Tennessee POST certification.

(B) Officers who meet the following conditions from within the State of Tennessee:

Officers in good standing who have been POST certified in the State of Tennessee but have been out of law enforcement for more than one (1) year but no more than seven (7) years (thus requiring only a "Transition" academy for re-certification). ***You are ineligible if you are currently serving in a LEO capacity and have received the TN State Retention Bonus from your previous agency.***

Category 2 – Police Officer:

Officers with no previous law enforcement experience and who will need to attend a full police academy.

Job Specifications

Minimum Education/Experience:

- High School Education Diploma

Preferred Education/Experience:

- Associate degree or bachelor's 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 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 thirty (30) days of appointment.
- Must be at least twenty-one (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.

Process:

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.