

# **DEPUTY, PATROL DIVISION**

## **Some of the Patrol Deputy Duties and Responsibilities are:**

1. Operate patrol vehicle in an assigned geographical area.
2. Monitor and observe vehicular traffic, detect traffic offenses and issue traffic citations as warranted.
3. Respond to traffic accidents, administer first-aid if necessary, call for emergency medical assistance, control and direct vehicular traffic and citizens, conduct interviews with drivers and witnesses, and gather material evidence from accident scenes.
4. Observe businesses and residences for criminal activity; check buildings for unauthorized entry, search structures and property for intruders, and investigate suspicious persons and events.
5. Respond to robberies, thefts, burglaries, homicides, etc. Administer first-aid to injured, secure crime scenes, control and direct citizens at the scene, conduct interviews with complainants, victims, witnesses and suspects, and gather material evidence from the scene as required.
6. Respond to domestic disturbances, calm overly excited or agitated persons; physically restrain unruly individuals. Conduct interviews with complainants and witnesses, obtain relevant facts and information, and mediate and resolve complaints and disputes.
7. Make arrests, including subduing individuals with appropriate action and force as necessary, placing individuals into handcuffs or other restraining devices, searching vehicles and persons under arrest for weapons and contraband, and transporting arrested individuals to our detention facility.
8. Complete paperwork to incarcerate arrestees.
9. Assemble and prepare documentation and narrative reports, memorandums, and notes of accidents, incidents, offenses, and activity reports.
10. Maintain issued equipment, materials, and supplies required to support daily operations.
11. Perform follow up investigations as needed.
12. Enforce court orders; including serving summons, subpoenas, Orders of Protection and executing search and arrest warrants when required.
13. Provide sworn testimony in court proceedings.
12. Operate computer terminals (MDT's, laptops & desktop) to retrieve information and data from central files or outside agency files and systems.
13. Research manual and computer records to obtain information concerning policies, procedures, regulations, warrants, penal codes, arrest reports, court dockets, etc.
14. Respond to miscellaneous citizen inquiries and requests; such as giving directions, assisting with disabled vehicles, and providing clarification of routine legal requirements.

15. Attend in-service training classes.

16. This list of duties is not all inclusive and other duties or tasks may be assigned as needed.

## **JOB REQUIREMENTS:**

### **A. Written Comprehension**

1. Ability to read and comprehend narrative hand-written materials to include pass-on logs, etc.

2. Ability to read and comprehend printed materials; such as Standard Operating Procedures (SOP's), TCA, etc.

3. Ability to read and comprehend computer screen information, and input information and data.

4. Ability to prepare hand-written activity logs, and narrative incident and offense reports in a legible and grammatically acceptable manner to permit comprehension by the receiving party.

### **B. Verbal Comprehension.**

1. Ability to understand and exchange information with supervisors and coworkers when receiving assignments, instructions, and shift change information, and while performing assigned duties and tasks.

2. Ability to understand and exchange information with vehicle operators, complainants, victims, event witnesses, and members of the general public; including judges, attorneys, jurors, records personnel, facility maintenance personnel, etc.

3. Ability to provide verbal direction to excited and agitated individuals and individuals under arrest, in a manner to effect compliance and conformance to directives.

### **C. Mathematical Capabilities.**

1. Ability to add, subtract, multiply, and divide.

### **D. Visual Capabilities.**

1. Ability to read small print when referring to Maps and computer screens to locate addresses of crimes and disturbances.

2. Ability to read digital display when operating radar equipment.

3. Ability to read tape measure when measuring objects and reference points at crime scenes, and skid marks and reference points at accident scenes.

4. Ability to detect potentially dangerous behaviors or activities when confronting traffic violators, criminal suspects, and participants in disturbances.

5. Ability to discern and detect movement or other suspicious circumstances and activities.

6. Ability to identify colors when performing searches for individuals based on color of clothing, searches for vehicles based on descriptive color, preparing personal descriptions requiring entry of color of eyes, preparing written description of personal property in describing color of jewelry.

7. Ability to detect smoke from vehicles, buildings, or other structures.

8. Visual acuity must be correctable to 20/20 for both eyes.

9. Color vision must be normal.

**E. Auditory Capabilities.**

1. Ability to hear alarms.

2. Ability to hear and understand information received over the telephone, radio, and intercom.

3. Ability to distinguish and identify sounds from unseen sources indicating the presence of abnormal and possibly dangerous circumstances such as a weapon being cocked, pressurized gas escaping, footsteps, doors opening, growling dogs, etc.

5. Must have hearing that is within the normal range as defined by nationally recognized audiometric standards, or that surpasses the normal range

**F. Olfactory Capabilities.**

1. Ability to detect the presence of smoke.

2. Ability to detect the presence of alcoholic beverages or illegal drugs.

**G. Physical Capabilities.**

1. Ability to pass a physical examination if offered at the time of employment or when attending the Basic Course at the Tennessee Law Enforcement Training Academy.

2. Ability to protect oneself or another officer if required.

3. Ability to drag unconscious individuals for up to 50 feet when pulling injured officers out of harms way and when extracting and pulling automobile accident casualties away from burning vehicles.

4. Finger dexterity, and hand and arm steadiness when firing the duty weapon and when operating the computer keyboard.

5. Eye, hand, arm and feet coordination when operating a motor vehicle.

6. Eye, ear, and finger coordination when firing the duty weapon.

**This position requires the candidate to:**

- Be a United States citizen.
- Be a Montgomery County Resident or a Tennessee resident of a County contiguous to Montgomery County.
- Be at least 21 years of age.
- Have no felony arrests.
- Have no misdemeanor convictions within the last 5 years.
- Not to have been charged with any domestic violence offense.
- Possess a High School Diploma or equivalent.
- Possess a valid Tennessee Drivers license.
- Be able to work 8.6 hour shifts, Holidays, weekends and overtime as required.
- Have acceptable credit. (No judgments or collections)
- Pass the Pre-Employment test & Oral Interview.
- Pass a physical. (to include a drug screen)
- Meet the psychological standards required by the Montgomery County Sheriff's Office pursuant to TCA38-8-106.
- Be certified by the Peace Officer Standards and Training Commission of Tennessee.

**Hiring procedure is as follows:**

1. Criminal History check.
2. Credit review. (No judgments or Collections).
3. Law Enforcement Entrance Examination.  
Attain a minimum passing score on the pre-employment test.
4. Board Interview.  
Successfully pass an oral interview.
5. Thorough background investigation.
6. Psychological evaluation.
7. Physical examination (to include a drug screen)
8. Qualification with an issue weapon

Salary: \$13.88 per hour, 43 hour work week, \$31,035.68 yearly wage.

**Note:** Being, "A Full Service Law Enforcement Agency", we operate 24 hours a day, 365 days a year, to include weekends and holidays. The Patrol Division works an 8.6 hour shift, totaling 43 hours per week. Applicants unable to work any of the three shifts and on weekends and holidays need not apply.

The application you submit will be kept for a period of one year from the date of submission.

