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CAREER DEVELOPMENT PLAN
FOR THE KNOXVILLE POLICE DEPARTMENT

Excerpted from Civil Service Merit Board
City of Knoxville Rules and Regulations
amended September 11, 1985

ARTICLE 21 PROMOTIONS

Section 2101. PROMOTIONS AND OPPORTUNITIES

It is the policy of the City, in accordance with the Affirmative Action Program, to provide promotional opportunities, whenever possible, to qualified employees. Employees are encouraged to take advantage of these opportunities by qualifying themselves for advancement through further education and study, by passing the appropriate examination and attaining a place on the appropriate promotional eligibility register, and by a high level of job performance, service, interest and loyalty.

Section 2102. PROMOTION POLICY

In accordance with Section 1005 of the Charter, promotion shall be based on "merit" to be ascertained so far as practical by competitive evaluation, as set forth in the Board Rules and Regulations.

Section 2102.1. PROMOTIONAL APPLICANTS RECEIVE FIRST CONSIDERATION

Vacancies, in positions above the lowest rank in any classification in the civil service, shall be filled, as far as possible, by the promotion of employees with civil service status. With a view toward the selection of the best available applicant for each position, recruitment may also be made from outside of City employees. However, in cases where applicants are equally qualified for positions presently vacant, the promotional applicant shall receive first consideration in filling such vacancies.

Section 2102.1.1. PLACEMENT ON PROMOTIONAL REGISTER

Any employee with civil service status as prescribed herein who takes any civil service examination for a higher classification and passes said examination, shall be placed on the promotional eligibility register and remain there for a period of two years.

Section 2102.2. INCREASE IN DUTIES

Promotions and reclassifications which involve a salary increase, in every case, must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of effecting an increase in compensation.

Section 2102.3. SELECTION PROCEDURE

The Executive Secretary in consultation with the appointing authority, subject to the approval of the Board, shall determine the method of selection, and shall use one or more of the selection procedures and the certification process when filling a vacancy by promotion as described in these Rules.

Section 2102.4. DETERMINATION OF OPEN-COMPETITIVE VS PROMOTIONAL

The Board, or their representative in consultation with the appointing authority, shall, in each case, determine whether an open-competitive examination or a promotional examination will best serve the interests of the City in attracting well-qualified candidates.

Section 2103. PROMOTIONAL EXAMINATION

The term "promotional examinations" signifies a fitness test to determine the relative standing of promotional candidates for positions in the specific class. A promotional competitive examination may include eligible employees in specific classes in all departments, a few

departments, or only in the department for which the promotion register is being established.

Section 2103.1. The Executive Secretary to the Board, in consultation with the Director or Department Head, subject to review by the Board, shall determine whether the promotional opportunity will be restricted to a specific class or classes of qualified applicants in the departmental unit or units eligible to compete, or will be available to all employees who have civil service status.

Section 2104. TYPES OF PROMOTIONAL EXAMINATIONS

Promotional examinations shall consist of job related tests of the same types as are prescribed in Sections 1502 and 2113.8.

Section 2105. SENIORITY

Promotional examinations may have a maximum of five (5) points for seniority added to a passing score as determined by the Board. This credit shall be given only for actual service in positions which are direct preparation for the promotional position. For example, a Police Officer who was promoted from a Clerk-Typist will only be given seniority credit for the time served as a Police Officer if taking a promotional examination. The following scale will be followed when awarding seniority points:

For four full years of service	1/2 point
For five full years of service	1 point
For six full years of service	1-1/2 points
For seven full years of service	2 points
For eight full years of service	2-1/2 points
For nine full years of service	3 points
For ten full years of service	3-1/2 points
For eleven full years of service	4 points
For twelve full years of service	4-1/2 points
For thirteen full years of service	5 points

The applicant must receive a passing score on the examination before any of the above stated credit may be added.

Section 2106. PERFORMANCE AND EDUCATION ACHIEVEMENT CREDIT

Credit may also be authorized by the Board for City employee performance evaluations and education achievement and these, also, shall not exceed five points. Documentation will be required. The applicant must receive a passing grade on the examination before any of the above stated credit may be added.

Section 2107. ELIGIBILITY TO COMPETE IN PROMOTIONAL EXAMINATIONS

Promotional examinations shall be open only to permanent employees who have civil service status and who have served in a specified class/classes for such period as shall be prescribed by the Board. No employee shall be eligible to compete in a promotional examination without having satisfactorily completed the probationary period and met the acceptable work standards for the present position during the period as provided in these Rules. This rule may be waived in exceptional cases by the Board when it is shown to be for the good of the City.

Section 2108. SERVICE RATING

An employee shall be deemed eligible for a promotional examination only if his/her last service rating was satisfactory.

Section 2109. ELIGIBILITY TO COMPETE IN PROMOTIONAL EXAMS IN THE FIRE DEPARTMENT

In addition, applicants for any rank or position in the Fire Department up to and including Captain shall not be eligible to take an examination for a rank or position

unless he/she shall have served at least one year in the next preceding rank or position. For promotional positions, if no one applies for such a position, if no one passes all the requirements for such a position, or if no one accepts the promotional position, minimum requirements may be waived to allow the next preceding rank to apply for said position. For all ranks or positions above Captain, the Executive Secretary, in consultation with the Chief and/or the Director, subject to review by the Board, shall determine what rank or ranks to which the promotional opportunity will be restricted. The announcement of the promotional examination shall contain the rank(s) of employees who are eligible to apply. The above requirements must be fulfilled by the deadline date for submitting applications.

Section 2109.1. FILLING OF CHIEF POSITIONS AND SECOND LEVEL POSITIONS IN THE UNIFORMED BODIES

The ranks or positions of Chief of Police, Chief of Fire, and the next highest level or rank of positions in the departments shall be filled by appointment by the Mayor from members of the Uniformed Bodies holding the rank of Captain or above based upon qualifications for the position.

Section 2110. NOTIFICATION

Whenever the Board orders a promotional examination to be held, notice of such examination shall be published and posted in the department or departments in which eligibles are employed. It shall be the duty of the department head in each department where eligibles are employed to see that each eligible is notified of the examination or has access to such notice.

Section 2111. APPLICATION

The Board shall require that each eligible who cares to compete for promotion must fill out application blanks as prescribed and present his application to the Executive Secretary to the Board on or before any specified date.

Section 2112. INVALID APPOINTMENTS

No person may be appointed to a civil service position without satisfying all requirements of the Charter, and of the rules and regulations promulgated pursuant thereto, relating to such appointments. The appointment or employment of any individual in violation of the Charter or the rules and regulations promulgated pursuant to the Charter shall be invalid from its inception, and said individual shall have no right to hold, or continue to hold, or to receive compensation while holding, any position to which he was not appointed in accordance with the Charter or rules and regulations adopted pursuant thereto.

Section 2113. CAREER DEVELOPMENT PLAN FOR THE KNOXVILLE POLICE DEPARTMENT

Section 2113.1. CAREER DEVELOPMENT PHILOSOPHY

The future of police service will be determined by the quality of personnel who can be attracted to it's ranks. Failure of the police organization to meet the expectations of qualified individuals will result in low employee morale and generally poor performance. With recent forecasts indicating that the size of police agencies will not continue to rise as rapidly as the past ten years, the improved effectiveness of the police organization will be based significantly on the output of the individual organization member properly placed in the organization and motivated through increased responsibilities and incentives.

Career development is a planned organized process which begins at the time of an individual's initial employment and continues until the end of his/her working career. Career development necessitates the establishment of career paths and options. These career path options offer opportunities for individual members to pursue career choices throughout their employment, and at the same time, increase organizational productivity and proficiency.

The purpose of career development in a police agency is to satisfy both the needs of the individual member and the organization. Planned development for a career-oriented individual will provide access to promotional avenues within and across career paths as well as potential job enrichment. Established career options will increase individual job motivation, provide incentives, and produce a more professionally oriented individual with career goals and objectives. Planned development for an organization will attract more qualified individuals and provide for better personnel utilization. It will produce well-trained, technically competent organization members for all phases of police service. The career path structure also allows the organization to incorporate change into the development of future programs.

It should be emphasized that career development is a merit-based philosophy. It is designed around a concept of fairness, equality, initiative and opportunity along all career paths. Entry into career paths and subsequent levels requires the fulfillment of pre-established criteria and standards. Organization members must be formally apprised of available career path alternatives and options before entering.

Career development seeks to serve the individual member and the police organization. This will result in a police agency better equipped and motivated to serve the community in law enforcement.

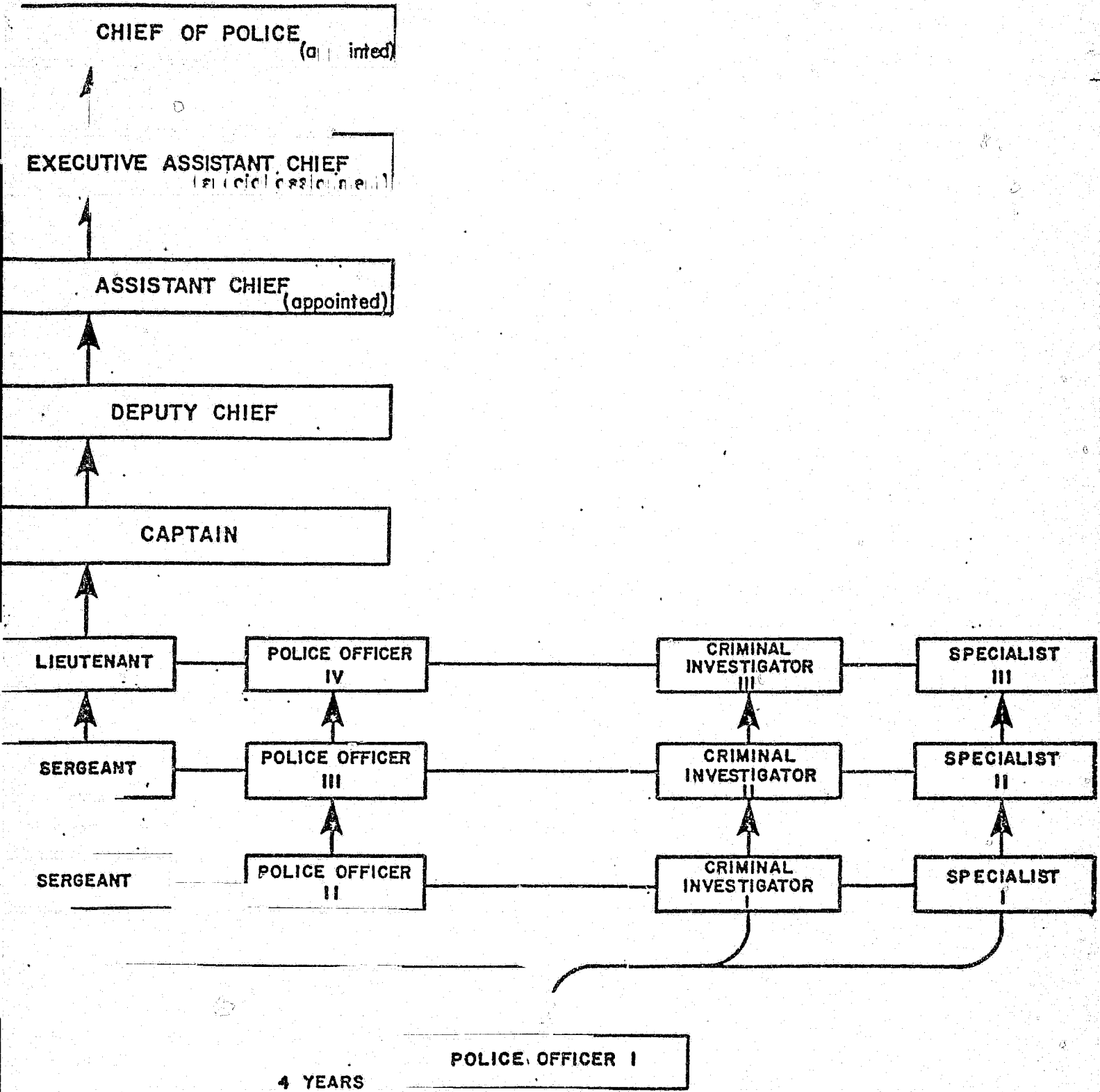
Section 2113.2. CAREER PATH ALTERNATIVES

Implementation of the Career Development Plan will create career paths for uniformed bodies, both horizontally and vertically, and create a cohesive organizational structure. The Career Development Plan provides for four (4) career paths for the uniformed bodies. Each of the four (4) career paths provides a defined plan for career advancement and personal development spanning over a specific period of time. Each individual will be offered counseling on career path opportunities. The degree of difficulty for advancement is directly related to the knowledges, skills, and abilities required to execute the job successfully. Structured career paths serve to strengthen the structure of the Knoxville Police Department to insure the attainment of the overall goals and objectives.

Listed below are the specific career paths which are designated for the uniformed bodies in the Knoxville Police Department:

- * Criminal Investigation
- * Police Officer
- * Supervisory/Management
- * Specialist

CAREER DEVELOPMENT PLAN



3 YEARS

E
D
C
B
A

GENERAL CLASSIFICATION

Section 2113.3. PROVISIONS COMMON TO ALL CAREER PATHS

Following the initial entry into the Knoxville Police Department and completion of the third year of service, every officer will be professionally counseled on the available career options within the Knoxville Police Department's Career Development Program. After the counseling with each officer completing the third year of service, said officer has a minimum of one (1) year to prepare for advancement into the Police Officer I classification (four (4) years of service is a minimum requirement).

Career options require a minimum of one (1) year of service as a Police Officer I prior to entry into one of the four (4) career options. After completion of one (1) year of service as a Police Officer I, the officer is then eligible to compete for the next available position in the Career Path of his/her choice. Annual classification advancement opportunities will be announced and officers desiring to advance may prepare appropriately to compete for available positions.

Changing of career paths is not discouraged and will be fully explained during the initial counseling session or upon request. A position vacancy must be declared and posted consistent with the rules and regulations of the Civil Service Merit Board, advising of the requirements for the classification.

When a vacancy occurs, all employees shall be eligible to demote to a position in which they have been previously certified or may compete for another lesser position if they so desire.

Nothing in this Career Development Plan is intended to limit the number of positions which can be allocated to any

classification, although limitations may be provided through administrative or budgetary processes.

The term "minimum requirements" which is used throughout this Career Development Plan is intended to include any requirements listed in these Rules and Regulations plus any requirements listed in the respective classification specifications or posting announcement.

Section 2113.4. POLICE OFFICER CAREER DEVELOPMENT
OPTION

The Police Officer Option is structured into four (4) classifications known as Police Officer I, Police Officer II, Police Officer III, and Police Officer IV. Each of the four (4) classifications has three (3) distinct pay steps whereby one step can be attained each year based on a satisfactory performance appraisal (as described in the Performance Appraisal Policy in the Knoxville Police Department Manual). Minimum standards and qualifications for entry into the four (4) classifications will insure that quality training, achievement and advancement occur within the police department.

All Police Officer I's who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Police Officer II, Criminal Investigator I, Specialist I, or Sergeant.

All Police Officer II's who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Police Officer III and Sergeant, and laterally for Criminal Investigator I and Specialist I.

All Police Officer III's who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Police Officer IV, and

laterally for Sergeant, Specialist II, and Criminal Investigator II.

All Police Officer IV's who have met the minimum requirements for the vacant position may compete laterally for Lieutenant, Specialist III, and Criminal Investigator III.

Section 2113.5. CRIMINAL INVESTIGATOR CAREER DEVELOPMENT OPTION

The Criminal Investigator Option is structured into three (3) classifications known as Criminal Investigator I, Criminal Investigator II, and Criminal Investigator III. Each of three (3) classifications has three (3) distinct pay steps whereby one step can be attained each year based on a satisfactory performance appraisal (as described in the Performance Appraisal Policy in the Knoxville Police Department Manual). Minimum standards and qualifications for entry into the three (3) classifications will insure that quality training, achievement and advancement occur within the police department.

All Criminal Investigator I's who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Criminal Investigator II and Sergeant, and laterally for Specialist I and Police Officer II.

All Criminal Investigator II's who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Criminal Investigator III's, and laterally for Sergeant, Specialist II, and Police Officer III.

All Criminal Investigator III's who have met the minimum requirements for the vacant position will be eligible to compete laterally for Lieutenant, Specialist III, and Police Officer IV.

Section 2113.6. SPECIALIST CAREER DEVELOPMENT OPTION

The specialist option is structured into three (3) classifications known as Specialist I, Specialist II, and Specialist III. Each of the three (3) classifications has three (3) distinct pay steps whereby one step can be attained each year based on a satisfactory performance appraisal (as described in the Performance Appraisal Policy in the Knoxville Police Department Manual).

Minimum standards and qualifications for entry into the three (3) classifications will insure that quality training, achievement and advancement occur within the Police Department.

All Specialist I's who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Specialist II and Sergeant, and laterally Criminal Investigator I and Police Officer II.

All Specialist II's who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Specialist III, and laterally for Sergeant, Criminal Investigator II and Police Officer III.

All Specialist III's who have met the minimum requirements for the vacant position may compete laterally for Criminal Investigator III, Police Officer IV, and Lieutenant.

Section 2113.7. SUPERVISORY/MANAGEMENT CAREER DEVELOPMENT OPTION

The Supervisory/Management Option is structured into six (6) classifications known as Sergeant, Lieutenant, Captain, Deputy Chief, Assistant Chief, and Chief of Police. Each of the six (6) classifications has four (4) distinct pay steps whereby one step can be attained each year based on a satisfactory performance appraisal (as described in the Performance Appraisal Policy in the Knoxville Police Department Manual).

All Sergeants who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Lieutenant, and laterally for Specialist II, Criminal Investigator II, and Police Officer III.

All Lieutenants who have met the minimum requirements for the vacant position will be eligible to compete promotionally for Captain, and laterally for Specialist III, Criminal Investigator III, and Police Officer IV.

All Captains who have met the minimum requirements for the vacant position will be eligible to promote to Deputy Chief, Assistant Chief, and Chief of Police.

All Deputy Chiefs who have met the minimum requirements for the vacant position will be eligible to promote to Assistant Chief and Chief of Police.

All Assistant Chiefs who have met the minimum requirements for the vacant position will be eligible to promote to Chief of Police.

Section 2113.8. SELECTION PROCEDURE COMPONENTS

Successful completion of each component of the selection procedure shall be required as specified in the vacancy announcement. The selection procedure shall consist of one or more of the following parts as more fully described in Article 15 of the Civil Service Merit Board Rules and Regulations:

- (a) Written test
- (b) Oral interview
- (c) Performance test
- (d) Physical test
- (e) Mental test
- (f) Training & experience evaluation
- (g) Assessment Center
- (h) Performance Appraisal
- (i) In-service training
- (j) Elective training
- (k) Educational Achievement

The above components apply to all classifications in the Career Development Plan except those specifically exempted from the competitive process under Article 2109.1 of the Civil Service Merit Board Rules and Regulations.

Section 2113.9. MINIMUM YEARS OF SERVICE

Police Officer I	Four years service in Patrol Division
Police Officer II	Three years service in Police Officer I classification

Police Officer III	Three years service in Police Officer II classification or six months service in Sergeant, Specialist II, or Criminal Investigator II classification
Police Officer IV	Three years service in Police Officer III classification or six months service in Lieutenant, Specialist III, or Criminal Investigator III classifications
Criminal Investigator I	One year service in Police Officer I classification
Criminal Investigator II	Three years service in Criminal Investigator I classification or six months service in Sergeant, Specialist II, or Police Officer III classifications
Criminal Investigator III	Three years service in Criminal Investigator II classification or six months service in Lieutenant, Specialist III, or Police Officer IV classifications
Specialist I	One year service in Police Officer I classification
Specialist II	Three years service in Specialist I classification or six months service in Sergeant, Criminal Investigator II, or Police Officer III classifications

Specialist III	Three years service in Specialist II classification or six months service in Lieutenant, Criminal Investigator III, or Police Officer IV classifications
Sergeant	One year service in Police Officer I classification
Lieutenant	Four years service in Sergeant classification or six months service in Specialist III, Criminal Investigator III, or Police Officer IV
Captain	Four years service in Lieutenant classification
Deputy Chief	Two years service in Captain classification
Assistant Chief (exempt from merit plan)	Two years service in Captain, Deputy Chief, or Assistant Chief classifications.
Chief of Police (exempt from merit plan)	Two years service in Captain, Deputy Chief, or Assistant Chief classifications.

Section 2113.9.1. CONDITIONS FOR WAIVING MINIMUM REQUIREMENT

For promotional positions, if no one applies for such a position, if no one passes all the requirements for such a position, or if no one accepts the promotional position, minimum requirements may be waived to allow the next preceding rank to apply for said position.

KNOXVILLE POLICE DEPARTMENT

UNIFORM CLASSIFICATION SPECIFICATIONS

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PREFACE

The classification specifications set forth herein were established in conjunction with the provisions of Article 21 of the Civil Service Merit Board Rules and Regulations Article X, 1005 of the City Charter and Section 2-1107, 1108 of the City Code. Development of the following classification specifications was achieved through a mutual interest for excellence in the development of human resources within the framework of the City of Knoxville.

ACKNOWLEDGEMENT

The information and material contained in this document is the result of the many hundreds of hours of tireless effort afforded by the dedicated members of the Knoxville Police Department and officials of the Knoxville City Government. More than two years of development time was required to finish the development of these comprehensive classification specifications.

The individuals involved and dedicated to the development of the specifications set forth in this document include:

Captain Gerald King
Captain Rudy Bradley
Captain Doug Norman
Lieutenant Phil Keith
Lieutenant Bob Coker
Lieutenant Charles Coleman
Lieutenant David Mase
Lieutenant Don Coffey
Lieutenant Jerry Day
Sergeant Ron Osborne
Sergeant Dan Davis
Sergeant Jeff Coffey
Sergeant Gary Shaffer
Sergeant Theondrad Jackson
Officer David Wilson
Officer Mike Waggoner
Officer Donna Clift
Officer Larry Jones
Officer Steve Cook
Investigator Terry Henry
Specialist Jim Humphrey
Mintha Roach
Karen Chancey
David Profitt
Randy Vineyard

POLICE OFFICER I

CLASSIFICATION SPECIFICATIONS

Classification - Police Officer I

Bureau - Operations/Administrative

Supervises - May coordinate the activities of junior and other subordinate personnel on a limited basis.

Supervised by - Sergeant

Duties and Responsibilities

- I. General - The protection of life and property through the enforcement of laws and ordinances. He/she shall patrol a designated area of the city.
- II. Specific - Responsibilities: will include, but not limited to, the following:
 1. Responsible for responding to situations involving in-progress or recent criminal activity to restore or maintain order and to coordinate the gathering of information and evidence.
 2. Responsible for conducting in-depth investigations of criminal incidents or traffic accidents, either independently or as part of a coordinated effort.
 3. Responsible for gathering and reporting intelligence information of possible use in solving or preventing crimes.
 4. Responsible for resolving conflicts of a potentially violent nature involving a wide variety of participants, including family members, neighbors, landlords and tenants, merchants and customers and rival youth groups.
 5. Responsible for providing counseling, referral, and follow up services to resolve domestic and civil crises and assist in preventing criminality.

6. Responsible for patrolling an assigned area to provide for quick responses to calls for service, facilitate observation of criminal activity or conditions conducive to criminality, and allow for the gathering of intelligence information.
7. Responsible for attending business and civic meetings, recreation centers, and other community gatherings on a regular basis, to represent the Department and maintain awareness of city problems and concerns.
8. Responsible for observing, reporting, and whenever feasible, following up on conditions which pose potential threats to public safety and health.
9. Responsible for providing rescue and first aid services in accidents, disasters and other emergency situations.
10. Responsible for prosecuting violators of laws and ordinances in court or legal process.
11. Maintain these skills, knowledges, or abilities to perform:
 - (1) Cultivate Informants
 - (2) Driving, Defensive
 - (3) Driving, Pursuit
 - (4) Patrol Procedures
 - (5) Radio Operation (Vehicle/Portable)
 - (6) Interviewing Techniques
 - (7) Interrogation Techniques
 - (8) Radar Operation
 - (9) Crime Scene Investigation (Basic)
 - (10) Accident Scene Investigation
 - (11) Testify in Court
 - (12) Crisis Intervention
 - (13) Crowd Control Member
 - (14) Traffic Stops
 - (15) Firearms, Basic
 - (16) Riot Control Member
 - (17) Arrest Techniques/Defensive Tactics
 - (18) Traffic Control
 - (19) Vehicle Code Enforcement
 - (20) First Aid, Standard
 - (21) C.P.R.
 - (22) Notetaking
 - (23) Report Writing
 - (24) Public Speaking
 - (25) Search, Seizure and Arrest
 - (26) Rules of Evidence

- (27) Criminal Law
- (28) Counseling Public
- (29) Custodial Care (of mentals, alcoholics and drug abusers)
- (30) English Composition

12. Perform other tasks as directed

Minimum Service Time and Training

One year as Class "E" Patrolman and successful completion of specified training for Police Officer I.

Minimum Education/Training Requirements

I. Required

1. C.P.R. current certification
2. Criminal Investigation I
3. Criminal Law I
4. English Composition I
5. English Composition II
6. Interviewing Techniques I
7. Note-taking and Report Writing I
8. Standard First Aid
9. Traffic Accident Investigation I

II. Formal

1. High School or G.E.D. equivalent
2. Graduation from K.P.D. Training Academy

Department In-Service Training

1. Minimum of 96 hours within the last 3 calendar years prior to the date of the Police Officer I examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

POLICE OFFICER II

CLASSIFICATION SPECIFICATIONS

Classification - Police Officer II

Bureau - Operations/Administrative

Supervises - May coordinate the activities of junior and other subordinate personnel on a limited basis.

Supervised by - Sergeant

Duties and Responsibilities

I. General - The protection of life and property through the enforcement of laws and ordinances. He/she shall patrol a designated area of the city.

II. Specific-Responsibilities will include, but not limited to the following:

1. May assist team leader in directing team activities.
2. May be responsible as a Field Training Officer.
3. Must be a member of the Department Public Speaking Team.
4. May act as a District Crime Analysis Liaison Officer.
5. Responsible for responding to situations involving in-progress or recent criminal activity to restore or maintain order and to coordinate the gathering of information and evidence.
6. Responsible for conducting in-depth investigations of criminal incidents or traffic accidents, either independently or as part of a coordinated effort.
7. Responsible for gathering and reporting intelligence information of possible use in solving or preventing crimes.
8. Responsible for resolving conflicts of a potentially violent nature involving a wide variety of participants, including family members, neighbors, landlords and tenants, merchants and customers and rival youth groups.

9. Responsible for providing counseling, referral, and follow up services to resolve domestic and civil crises and assist in preventing criminality.
10. Responsible for patrolling an assigned area to provide for quick responses to calls for service, facilitate observation of criminal activity or conditions conducive to criminality, and allow for the gathering of intelligence information.
11. Responsible for attending business and civic meetings, recreation centers, and other community gatherings on a regular basis, to represent the Department and maintain awareness of city problems and concerns.
12. Responsible for observing, reporting, and whenever feasible, following up on conditions which pose potential threats to public safety and health.
13. Responsible for providing rescue and first aid services in accidents, disasters and other emergency situations.
14. Responsible for prosecuting violators of laws and ordinances in court or legal process.
15. Maintain these skills, knowledges, or abilities to perform:
 - (1) Cultivate Informants
 - (2) Driving, Defensive
 - (3) Driving, Pursuit
 - (4) Patrol Procedures
 - (5) Radio Operation (Vehicle/Portable)
 - (6) Interviewing Techniques
 - (7) Interrogation Techniques
 - (8) Radar Operation
 - (9) Crime Scene Investigation (I)
 - (10) Accident Scene Investigation
 - (11) Testify in Court
 - (12) Crisis Intervention
 - (13) Crowd Control Member
 - (14) Traffic Stops
 - (15) Firearms, Basic
 - (16) Riot Control Member
 - (17) Arrest Techniques/Defensive Tactics
 - (18) Traffic Control
 - (19) Vehicle Code Enforcement
 - (20) First Aid, Advanced

- (21) C.P.R.
- (22) Notetaking
- (23) Report Writing
- (24) Public Speaking
- (25) Search, Seizure and Arrest
- (26) Rules of Evidence
- (27) Criminal Law
- (28) Counseling Public
- (29) Custodial Care (of mentals, alcoholics and drug abusers)

16. Perform other tasks as directed

Minimum Service Time and Training

Three (3) years in Police Officer I classification, and successful completion of specified training for Police Officer II; or six (6) months service in Specialist I, or Criminal Investigator I classification, and successful completion of specified training for Police Officer I.

Minimum Education/Training Requirements

I. Required

- 1. CPR current certification
- 2. Crime Analysis I
- 3. Criminal Investigation II
- 4. Criminal Law I
- 5. Field Training Officers' Program
- 6. Interviewing Techniques II
- 7. Note-taking and Report Writing I
- 8. Public Speaking
- 9. Standard First Aid
- 10. Surveillance Techniques I
- 11. Traffic Accident Investigation II

II. Formal

- 1. High School or G.E.D. equivalent
- 2. Graduation from K.P.D. Training Academy

Department In-Service Training

- 1. Minimum of 96 hours within the last 3 calendar years prior to the date of the Police Officer II examination, achieving a minimum written test score of 80% for each session.
- 2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service session.
- 3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations as set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

POLICE OFFICER III
CLASSIFICATION SPECIFICATIONS

Classification - Police Officer III

Bureau - Operations/Administrative

Supervises - May coordinate the activities of junior and other subordinate personnel on a limited basis

Supervised by - Sergeant

Duties and Responsibilities

- I. General - The protection of life and property through the enforcement of laws and ordinances. He/she shall patrol a designated area of the city.
- II. Specific - Responsibilities will include, but not limited to, the following:
 1. May function as a team leader, directing team activities as directed.
 2. May act as the M.C.I. Liaison Officer.
 3. May coordinate the activities of a Detail.
 4. May assist team leader in directing team activities.
 5. May be responsible as a Field Training Officer.
 6. Must be a member of the Department Public Speaking Team.
 7. May act as a District Crime Analysis Liaison Officer.
 8. Responsible for responding to situations involving in-progress or recent criminal activity to restore or maintain order and to coordinate the gathering of information and evidence.
 9. Responsible for conducting in-depth investigations of criminal incidents or traffic accidents, either independently or as part of a coordinated effort.

10. Responsible for gathering and reporting intelligence information of possible use in solving or preventing crimes.
11. Responsible for resolving conflicts of a potentially violent nature involving a wide variety of participants, including family members, neighbors, landlords and tenants, merchants and customers and rival youth groups.
12. Responsible for providing counseling, referral, and follow up services to resolve domestic and civil crises and assist in preventing criminality.
13. Responsible for patrolling an assigned area to provide for quick responses to calls for service, facilitate observation of criminal activity or conditions conducive to criminality, and allow for the gathering of intelligence information.
14. Responsible for attending business and civic meetings, recreation centers, and other community gatherings on a regular basis, to represent the Department and maintain awareness of city problems and concerns.
15. Responsible for observing, reporting, and whenever feasible, following up on conditions which pose potential threats to public safety and health.
16. Responsible for providing rescue and first aid services in accidents, disasters and other emergency situations.
17. Responsible for prosecuting violators of laws and ordinances in court or legal process.
18. Maintain these skills, knowledges, or abilities to perform:
 - (1) Cultivate Informants
 - (2) Driving, Defensive
 - (3) Driving, Pursuit
 - (4) Patrol Procedures
 - (5) Radio Operation (Vehicle/Portable)
 - (6) Interviewing Techniques
 - (7) Interrogation Techniques
 - (8) Radar Operation
 - (9) Crime Scene Investigation (I)
 - (10) Accident Scene Investigation
 - (11) Testify in Court
 - (12) Crisis Intervention
 - (13) Crowd Control Member
 - (14) Traffic Stops

- (15) Firearms, Basic
- (16) Riot Control Member
- (17) Arrest Techniques/Defensive Tactics
- (18) Traffic Control
- (19) Vehicle Code Enforcement
- (20) First Aid, Advanced
- (21) Notetaking
- (22) Report Writing
- (23) Public Speaking
- (24) Search, Seizure and Arrest
- (25) Rules of Evidence
- (26) Criminal Law
- (27) Counseling Public
- (28) Custodial Care (of mentals, alcoholics and drug abusers)

19. Perform other tasks as directed

Minimum Service Time and Training

Three (3) years service in Police Officer II classification; or six months service in Sergeant, Specialist II or Criminal Investigator II classifications and successful completion of specified training for Police Officer III.

Minimum Education/Training Requirements

I. Required

1. C.P.R. Current Certification
2. Crime Analysis II
3. Criminal Investigation II
4. Criminal Law II
5. First Aid Instructor
6. Interviewing Techniques II
7. Introduction to Computer Technology
8. Operational Analysis I
9. Personnel Management and Supervision I
10. Planning I
11. Staff Studies and Research
12. Traffic Accident Investigation III

II. Formal

1. High School or G.E.D. equivalent
2. Graduation from K.P.D. Training Academy

Department In-Service Training

1. Minimum of 96 hours within the last 3 calendar years prior to the date of the Police Officer III examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with current K.P.D. policy on performance evaluations and the rules and regulations as set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

POLICE OFFICER IV
CLASSIFICATION SPECIFICATIONS

Classification - Police Officer IV

Bureau - Operations/Administrative

Supervises - May coordinate the activities of junior
and other subordinate personnel on a limited
basis

Supervised by - Sergeant.

Duties and Responsibilities

- I. General - The protection of life and property through the enforcement of laws and ordinances. He/she shall patrol a designated area of the city.
- II. Specific - Responsibilities will include, but not limited to, the following:
 1. Shall function as a team leader and direct team activities within a district(s) or sector as directed.
 2. Shall act as the M.C.I. Liaison Officer as directed.
 3. Shall coordinate the activities of a Detail as directed.
 4. May be temporarily assigned to other sections for a period of time as stipulated by administrative policy.
 5. May assist in the development and presentation of roll call training programs.
 6. Shall review written reports and report writing techniques in the field.
 7. Shall act as the unit property inspection officer.
 8. May work as crime prevention coordinator.
 9. May be responsible as a Field Training Officer.

10. Must be a member of the Department Public Speaking Team.
11. Responsible for responding to situations involving in-progress or recent criminal activity to restore or maintain order and to coordinate the gathering of information and evidence.
12. Responsible for conducting in-depth investigations of criminal incidents or traffic accidents, either independently or as part of a coordinated effort.
13. Responsible for gathering and reporting intelligence information of possible use in solving or preventing crimes.
14. Responsible for resolving conflicts of a potentially violent nature involving a wide variety of participants, including family members, neighbors, landlords and tenants, merchants and customers and rival youth groups.
15. Responsible for providing counseling, referral, and follow up services to resolve domestic and civil crises and assist in preventing criminality.
16. Responsible for patrolling an assigned area to provide for quick responses to calls for service, facilitate observation of criminal activity or conditions conducive to criminality, and allow for the gathering of intelligence information.
17. Responsible for attending business and civic meetings, recreation centers, and other community gatherings on a regular basis, to represent the Department and maintain awareness of city problems and concerns.
18. Responsible for observing, reporting, and whenever feasible, following up on conditions which pose potential threats to public safety and health.
19. Responsible for providing rescue and first aid services in accidents, disasters and other emergency situations.
20. Responsible for prosecuting violators of laws and ordinances in court or legal process.

21. Maintain these skills, knowledge, or ability to perform:
- (1) Cultivate Informants
 - (2) Driving, Defensive
 - (3) Driving, Pursuit
 - (4) Patrol Procedures
 - (5) Radio Operation (Vehicle/Portable)
 - (6) Interviewing Techniques
 - (7) Interrogation Techniques
 - (8) Radar Operation
 - (9) Crime Scene Investigation (II)
 - (10) Accident Scene Investigation
 - (11) Testify in Court
 - (12) Crisis Intervention
 - (13) Crowd Control Member
 - (14) Traffic Stops
 - (15) Firearms, Basic
 - (16) Riot Control Member
 - (17) Arrest Techniques/Defensive Tactics
 - (18) Traffic Control
 - (19) Vehicle Code Enforcement
 - (20) First Aid, Advanced
 - (21) C.P.R.
 - (22) Notetaking
 - (23) Report Writing
 - (24) Public Speaking
 - (25) Search, Seizure and Arrest
 - (26) Rules of Evidence
 - (27) Criminal Law
 - (28) Counseling Public
 - (29) Custodial Care (of mentals, alcoholics and drug abusers)

22. Perform other tasks as directed

Minimum Service Time and Training

Three (3) years service in Police Officer III classification or six months service in Lieutenant, Specialist III, Criminal Investigator III classification and successful completion of specified training for Police Officer IV.

Minimum Education/Training Requirements

I. Required

1. C.P.R. Current Certification
2. Crime Analysis III
3. Criminal Investigation III
4. Criminal Law III
5. Note-taking and Report Writing II

6. Operational Analysis II
7. Personnel Management and Supervision II
8. Traffic Accident Investigation IV

II. Formal

1. High School or GED equivalent
2. Graduation from K.P.D. Training Academy

Department In-Service Training

1. Minimum of 96 hours within the last 3 calendar years prior to the date of the Police Officer IV examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations as set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

CRIMINAL INVESTIGATOR I
CLASSIFICATION SPECIFICATIONS

Classification - Criminal Investigator I

Bureau - Operations

Supervises - May coordinate the activities of junior and other subordinate personnel on a limited basis.

Supervised By - Lieutenant; field supervision by Sergeants or Lieutenants and Criminal Investigators II & III

Duties and Responsibilities

- I. General - The protection of life and property through the enforcement of laws and ordinances. He/she shall conduct detailed and thorough investigations of criminal offenses or administrative inquiry in the Department of Public Safety.
- II. Specific - Responsibilities will include, but not limited to, the following:
 1. May serve as a training officer.
 2. Responsible for conducting investigations, as directed.
 3. Responsible for gathering and reporting criminal intelligence.
 4. Responsible for the effective utilization of criminal intelligence.
 5. Responsible for the dissemination of data to departmental personnel and other agencies having mutual interest in the investigative assignment.
 6. Responsible for preparing detailed testimony in court or other legal proceedings.
 7. Responsible for participating in joint operations with other criminal justice agencies and departmental divisions, as directed.

8. Responsible for assuming command of major investigations from patrol section, as directed.
9. Responsible for assuming the responsibilities of an investigative detail leader, as directed.
10. May be temporarily assigned to other sections for a period of time as stipulated by administrative policy.
11. May function as a dignitary protection team member.
12. Maintain these skills, knowledge, or ability to perform:
 - (1) Cultivate Informants
 - (2) Criminal Intelligence Compilation and Analysis
 - (3) Public Speaking
 - (4) Photograph Persons and Scenes
 - (5) Interviewing Techniques
 - (6) Interrogation Techniques
 - (7) Crime Scene Investigation I
 - (8) Search Warrants
 - (9) Report Writing
 - (10) Testify in Court
 - (11) Expository Writing
 - (12) Firearms
 - (13) Search, Seizure and Arrest
 - (14) Rules of Evidence
 - (15) Criminal Law
 - (16) First Aid (Standard)
 - (17) Arrest Techniques/Defensive Tactics
 - (18) C.P.R. Current Certification
 - (19) Elements of a Crime
 - (20) Use of Special Investigative Equipment
 - (21) Defensive Driving
 - (22) Emergency Driving Skills
 - (23) Radio Operations (Vehicle/Portable)
13. Perform other tasks as directed

Minimum Service Time and Training

One year service in the Police Officer II classification and successful completion of specified training for Criminal Investigator I.

Minimum Education/Training Requirements

I. Required

1. Crime Analysis I
2. Criminal Investigation I
3. Criminal Law I
4. Interviewing Techniques I
5. Investigative Equipment I
6. Note-taking and Report Writing I
7. Operations Analysis I
8. Public Speaking

II. Formal

1. High School or G.E.D. equivalent
2. Graduation from K.P.D. Training Academy

Department In-Service Training

1. Minimum of 96 hours within the last 3 calendar years prior to the date of the Criminal Investigator I examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service training session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy of performance evaluations and the rules and regulations as set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

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CRIMINAL INVESTIGATOR II
CLASSIFICATION SPECIFICATIONS.

Classification - Criminal Investigator II

Bureau - Operations

Supervises - May coordinate the activities of junior and other subordinate personnel on a limited basis.

Supervised By - Lieutenant; field supervision by Sergeants or Lieutenants and Criminal Investigator III.

Duties and Responsibilities

- I. General - The protection of life and property through the enforcement of laws and ordinances. He/she shall conduct detailed and thorough investigations of criminal offenses or administrative inquiry in the Department of Public Safety.
- II. Specific - Responsibilities will include, but not limited to, the following:
 1. May plan, coordinate, and evaluate the activities of a detail.
 2. May be responsible as an investigative training officer.
 3. May be responsible for reviewing search warrants in the Operations Bureau.
 4. May plan, coordinate, and evaluate inter-divisional activities, i.e., raids, surveillance, etc.
 5. May serve as an instructor in the criminal investigation field.
 6. May act as dignitary protection team coordinator.
 7. Responsible for conducting investigations, as directed.
 8. Responsible for gathering and reporting criminal intelligence.
 9. Responsible for the effective utilization of criminal intelligence.

10. Responsible for the dissemination of data to departmental personnel and other agencies having mutual interest in the investigative assignment.
11. Responsible for preparing detailed testimony in court or other legal proceedings.
12. Responsible for participating in joint operations with other criminal justice agencies and departmental divisions, as directed.
13. Responsible for assuming command of major investigations from patrol section, as directed.
14. Responsible for assuming the responsibilities of an investigative detail leader, as directed.
15. May be temporarily assigned to other sections for a period of time as stipulated by administrative policy.
16. May function as a dignitary protection team member.
17. Maintain these skills, knowledge, or ability to perform:
 - (1) Cultivate Informants
 - (2) Criminal Intelligence Compilation and Analysis
 - (3) Public Speaking
 - (4) Photograph Persons and Scenes
 - (5) Interviewing Techniques
 - (6) Interrogation Techniques
 - (7) Crime Scene Investigation II
 - (8) Search Warrants
 - (9) Report Writing
 - (10) Testify in Court
 - (11) Expository Writing
 - (12) Firearms
 - (13) Search, Seizure and Arrest
 - (14) Rules of Evidence
 - (15) Criminal Law II
 - (16) First Aid (Standard)
 - (17) Arrest Techniques/Defensive Tactics
 - (18) C.P.R. Current Certification
 - (19) Elements of a Crime
 - (20) Use of Special Investigative Equipment
 - (21) Defensive Driving
 - (22) Emergency Driving Skills
 - (23) Radio Operations (Vehicle/Portable)
18. Perform other tasks as directed

Minimum Service Time and Training

Three years service in Criminal Investigator I classification or six months service in Sergeant, Specialist II or Police Officer III classifications and successful completion of specified training for Criminal Investigator II.

Minimum Education/Training Requirements

I. Required

1. Crime Analysis II
2. Criminal Investigation II
3. Criminal Law II
4. Dignitary Protection
5. Introduction to Computer Technology I
6. Investigative Equipment II
7. Personnel Management and Supervision I
8. Raid Management
9. Surveillance Techniques I

II. Formal

1. High School or GED equivalent
2. Graduation from Knoxville Police Department Training Academy

Department In-Service Training

1. Minimum of 96 hours within the last 3 calendar years prior to Criminal Investigator II examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service training session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations as set forth by the Civil Service Merit Board.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations as set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

CRIMINAL INVESTIGATOR III

CLASSIFICATION SPECIFICATIONS

Classification - Criminal Investigator III

Bureau - Operations

Supervises - May coordinate the activities of junior and other subordinate personnel on a limited basis.

Supervised By - Lieutenant; field supervision by Sergeants or Lieutenants and Criminal Investigator III

Duties and Responsibilities

- I. General - The protection of life and property through the enforcement of laws and ordinances. He/she shall conduct detailed and thorough investigations of criminal offenses or administrative inquiry in the Department of Public Safety.
- II. Specific - Responsibilities will include, but not limited to, the following:
 1. Responsible for supervising detail personnel, including arranging for training, setting work priorities, and establishing work schedules.
 2. Responsible for preparation of periodic statistical and narrative reports and detail correspondence.
 3. Responsible for reviewing all detail investigation and intelligence reports.
 4. Responsible for being knowledgeable of crime and operational data.
 5. May serve, on a temporary basis, as relief unit supervisor. (Not inconsistent with departmental policy.)
 6. May plan, coordinate, and evaluate the activities of a detail.
 7. May be responsible as an investigative training officer.
 8. May be responsible for reviewing search warrants in the Operations Bureau.

9. May plan, coordinate, and evaluate inter-divisional activities, i.e., raids, surveillance, etc.
10. May act as dignitary protection team coordinator.
11. Responsible for conducting investigations, as directed.
12. Responsible for gathering and reporting criminal intelligence, and for the effective utilization of criminal intelligence.
13. Responsible for the dissemination of data to departmental personnel and other agencies having mutual interest in investigative assignments.
14. Responsible for preparing detailed testimony in court or other legal proceedings.
15. Responsible for participating in joint operations with other criminal justice agencies and departmental divisions, as directed.
16. Responsible for assuming command of major investigations from patrol section, as directed.
17. Responsible for assuming the responsibilities of an investigative detail leader, as directed.
18. May be temporarily assigned to other duties for a period of time as stipulated by administrative policy.
19. May function as a dignitary protection team member.
20. Maintain these skills, knowledge, or ability to perform:
 - (1) Cultivate Informants
 - (2) Criminal Intelligence Compilation and Analysis
 - (3) Public Speaking
 - (4) Photograph Persons and Scenes
 - (5) Interviewing Techniques
 - (6) Interrogation Techniques

- (7) Crime Scene Investigation III
- (8) Search Warrants
- (9) Report Writing
- (10) Testify in Court
- (11) Expository Writing
- (12) Firearms: Advanced, Nomenclature and Special Weapons
- (13) Search, Seizure and Arrest
- (14) Rules of Evidence
- (15) Criminal Law III
- (16) First Aid (Standard)
- (17) Arrest Techniques/Defensive Tactics
- (18) C.P.R. Current Certification
- (19) Elements of a Crime
- (20) Use of Special Investigative Equipment
- (21) Defensive Driving
- (22) Emergency Driving Skills
- (23) Radio Operations (Vehicle/Portable)

21. Perform other tasks as directed

Minimum Service Time and Training

Three (3) years in Criminal Investigator II classification, or six months service in Lieutenant, Specialist III or Police Officer IV classifications and successful completion of specified training for Criminal Investigator III.

Minimum Education/Training Requirements

I. Required

- 1. Case Management Course
- 2. Criminal Investigation III
- 3. Criminal Law III
- 4. Dignitary Protection
- 5. Interviewing Techniques II
- 6. Note Taking and Report Writing II
- 7. Planning I
- 8. Police Instructor I
- 9. Staff Studies and Research

II. Formal

- 1. High School or GED equivalent
- 2. Graduation from Knoxville Police Department Training Academy

Department In-Service Training

1. Minimum of 96 hours within the last 3 calendar years prior to the date of the Criminal Investigator III examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service training session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with current K.P.D. policy on performance evaluations and the rules and regulations as set forth by the Civil Services Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

SPECIALIST I

CLASSIFICATION SPECIFICATIONS

Classification - Specialist I

Bureau - Operations/Criminalistics

Supervises - Coordinates the forensic investigation at crime scenes until the investigation is terminated. (May direct and coordinate the activities of junior officers or other subordinate personnel on a limited basis.)

Supervised by - Lieutenant; field supervision by Sergeants or Lieutenants and Criminal Investigators

Duties and Responsibilities

- I. General - The collection, processing and preservation of physical evidence.
- II. Specific - Responsibilities will include, but not be limited to the following:
 1. Shall be able to perform his duties without immediate supervision.
 2. Responsible for the collection of fingerprint evidence both latent and inked.
 3. Responsible for the collection of photographic evidence.
 4. Responsible for the collection of other evidence that requires further and more detailed analysis.
 5. Responsible for properly caring for and sending evidence to outside agencies for analysis.
 6. Responsible for compiling a written crime scene package including a crime scene sketch.
 7. Able to view violent deaths, work with decomposing bodies, fingerprint deceased persons and attend autopsies.
 8. Responsible for prosecuting felons by the use of scientific evidence in support of other testimony.

9. Maintain these skills, knowledge, or ability to perform:

- (1) Radio Operation (Vehicle/Portable)
- (2) Interviewing Techniques
- (3) Interrogation Techniques
- (4) Crime Scene Investigation (Basic)
- (5) Testify in Court
- (6) Basic Firearms
- (7) Arrest Techniques/Defensive Tactics
- (8) First Aid, Standard
- (9) C.P.R.
- (10) Notetaking
- (11) Report Writing
- (12) Public Speaking
- (13) Search, Seizure and Arrest
- (14) Rules of Evidence
- (15) Criminal Law I
- (16) F.B.I. Police Photography

10. Perform other tasks as directed.

Minimum Service Time and Training

One (1) year in Police Officer I classification and successful completion of specified training for Specialist I for Criminalistics.

Minimum Education/Training Requirements

I. Required

1. Basic Fingerprint Classification (FBI)
2. C.P.R. current certification
3. Criminal Investigation I
4. Criminal Law I
5. Criminalistics I
6. Interviewing Techniques I
7. Note-taking and Report Writing I
8. Photography I (FBI)
9. Public Speaking
10. Standard First Aid

II. Formal

1. High school diploma or G.E.D. equivalent
2. Graduation from Knoxville Police Department Training Academy

Department In-Service Training

1. Minimum of 96 hours within last 3 calendar years prior to the date of the Specialist I examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on Knoxville Police Department Training Academy approved firearms requalification course in each in-service session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.
4. Prior to Specialist II test, must be able to classify fingerprints by the Henry System.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

SPECIALIST II
CLASSIFICATION SPECIFICATIONS

Classification - Specialist II

Bureau - Operations/Criminalistics

Supervises - Coordinates the forensic investigation at crime scenes until the investigation is terminated. (May direct and coordinate the activities of junior officers or other subordinate personnel on a limited basis.)

Supervised by - Lieutenant; field supervision by Sergeants or Lieutenants and Criminal Investigators.

Duties and Responsibilities

- I. General - The collection, processing and preservation of physical evidence.
- II. Specific - Responsibilities will include, but not be limited to the following:
 1. Shall be responsible for the collection and comparison of fingerprint evidence.
 2. Shall be responsible for the classification and filing of fingerprint cards.
 3. Responsible for building composites of suspects.
 4. Responsible for the collection and preservation of photographic evidence.
 5. Responsible for the collection, preservation and presentation of evidence that requires further analysis.
 6. Responsible for compiling and presenting a written crime scene package.
 7. Assist in training subordinate specialists.
 8. Responsible for prosecuting felons by the use of scientific evidence in support of other testimony.
 9. Shall be capable and competent in the classification of fingerprints utilizing the Henry System.

10. Maintain these skills, knowledge, or ability to perform:

- (1) Radio Operation (Vehicle/Portable)
- (2) Interviewing Techniques
- (3) Interrogation Techniques
- (4) Crime Scene Investigation (I)
- (5) Testify in Court
- (6) Basic Firearms
- (7) Arrest Techniques/Defensive Tactics
- (8) First Aid, Standard
- (9) C.P.R
- (10) Notetaking
- (11) Report Writing
- (12) Public Speaking
- (13) Search, Seizure and Arrest
- (14) Rules of Evidence
- (15) Criminal Law II
- (16) Police Photography

11. Perform other tasks as directed.

Minimum Service Time and Training

Three (3) years service in Specialist I classification (Criminalistics) or six months service in Sergeant, Criminal Investigator II, or Police Officer III classifications and successful completion of specified training for Specialist II in Criminalistics.

Minimum Education/Training Requirements

I. Required

1. Basic Fingerprinting Classification I (FBI)
2. C.P.R. current certification
3. Criminal Investigation II
4. Criminal Law II
5. Criminalistics I & II
6. Fingerprinting Classification II (FBI)
7. Fingerprinting Classification III (Henry System)
8. Interviewing Techniques II
9. Note-Taking and Report Writing II
10. Photography II (FBI)
11. Standard First Aid

II. Formal

1. High school diploma or G.E.D. equivalent
2. Graduation from Knoxville Police Department Training Academy

Department In-Service Training

1. Minimum of 96 hours within last 3 calendar years prior to the date of the Specialist II examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on Knoxville Police Department Training Academy approved firearms requalification course in each in-service session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

SPECIALIST III

CLASSIFICATION SPECIFICATIONS

Classification - Specialist III

Bureau - Operations/Criminalistics

Supervises - Coordinates the forensic investigation at crime scenes until the investigation is terminated. (May direct and coordinate the activities of junior officers or other subordinate personnel on a limited basis.)

Supervised by - Lieutenant; field supervision by Sergeants or Lieutenants and Criminal Investigators

Duties and Responsibilities

- I. General - The collection, processing and preservation of physical evidence.
- II. Specific - Responsibilities will include, but not be limited to the following:
 1. Shall be responsible for building, maintaining and updating a fingerprint filing system.
 2. Responsible for inventory and ordering supplies.
 3. Responsible for developing and processing black and white photographs.
 4. Responsible for processing and enlarging color photographs.
 5. Responsible for giving expert testimony on fingerprints and crime scene evidence.
 6. Responsible for comparison of shoe prints and tool marks.
 7. Responsible for public presentation on crime scene evidence.
 8. Responsible for In-Service Training presentations on crime scene evidence.
 9. Assist in training subordinate specialists.
 10. Responsible for prosecuting felons by the use of scientific evidence in support of other testimony.
 11. Shall be capable and competent in the classification of fingerprints utilizing the Henry System.

12. Maintain these skills, knowledge, or ability to perform:

- (1) Radio Operation (Vehicle/Portable)
- (2) Interviewing Techniques
- (3) Interrogation Techniques
- (4) Crime Scene Investigation (I)
- (5) Testify in Court
- (6) Basic Firearms
- (7) Arrest Techniques/Defensive Tactics
- (8) First Aid, Standard
- (9) C.P.R.
- (10) Notetaking
- (11) Report Writing
- (12) Public Speaking
- (13) Search, Seizure and Arrest
- (14) Rules of Evidence
- (15) Criminal Law II
- (16) Police Photography

13. Perform other tasks as directed.

Minimum Service Time and Training

Three (3) years in Specialist II (Criminalistics) classification or six months service in Lieutenant, Criminal Investigator III, or Police Officer IV classifications and successful completion of specified training for Specialist III in Criminalistics.

Minimum Education/Training Requirements

I. Required

1. Basic Fingerprinting Classification I (FBI)
2. C.P.R. current certification
3. Crime Analysis I
4. Criminal Law III
5. Criminalistics I, II, III
6. F.B.I. Crime Scene Evidence Course
7. Fingerprinting Classification II (FBI)
8. Fingerprint Classification III (Henry System)
9. Note-taking and Report Writing II
10. Operations Analysis I
11. Personnel Management Supervision I
12. Planning I
13. Photography III
14. Standard First Aid

II. Formal

- (1) High school diploma or G.E.D. equivalent
- (2) Graduation from Knoxville Police Department Training Academy

Department In-Service Training

1. Minimum of 96 hours within last 3 calendar years prior to the date of the Specialist III examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on Knoxville Police Department Training Academy approved firearms requalification course in each in-service session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the K.P.D. policy on performance evaluations and the rules and regulations set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

SERGEANT

CLASSIFICATION SPECIFICATIONS

Classification - Sergeant

Bureau - Operations/Administrative

Supervises - Subordinate officers or those officers or individuals as directed by higher authority

Supervised by - Equal or higher supervisory rank as designated by higher authority, and consistent with the official departmental chain of command (General Order No. 1.2 - Police Manual) and the official organizational structure as adopted December, 1981 and amended December, 1982.

Duties and Responsibilities

I. General - The protection of life and property through the enforcement of laws and ordinances. Organizationally responsible for the general supervision of subordinate personnel and specifically personnel designated under his/her supervision as to their conduct and performance.

II. Specific -

1. Shall be responsible for the directing of the activities of those persons placed in his/her charge (regardless of civilian or sworn status).
2. Shall be responsible for successful completion of task(s) assigned to him/her and personnel under his/her command.
3. Shall be responsible for ensuring adherence of all departmental policies, rules, and regulations by subordinate personnel regardless of specific assignment, to include specific responsibilities relative to disciplinary procedures enumerated in the K.P.D. Police Manual.
4. Shall advise superior officers of conflicts of assigned tasks with policy and procedures.
5. Shall be responsible for evaluating personnel assigned to him/her for supervision and maintain accurate documentation to support evaluation level.
6. Shall be responsible for carrying out the intent of the overall mission of the department as the task(s) relates to his/her assignment.

7. Shall be responsible for budgetary management as directed.
8. Shall be responsible for being knowledgeable of laws, statutes, ordinances, and crime and operational data.
9. Shall be responsible for reviewing and approving reports and written communications pursuant to his/her assignment.
10. Shall be responsible for assignment, inspection, and maintenance of all equipment placed in his/her charge.
11. Shall be responsible for conducting special investigations into criminal activities and internal investigations as directed.
12. May be responsible for:
 - (a) serving, on a temporary basis, as relief unit supervisor (Not inconsistent with departmental policy.);
 - (b) planning, coordinating and evaluating the activities of a detail;
 - (c) acting as a training officer;
 - (d) reviewing warrants;
 - (e) planning, coordinating and evaluating of inter-divisional activities, i.e., raids, surveillance, etc.;
 - (f) acting as dignitary protection team coordinator;
 - (g) conducting investigations, as directed;
 - (h) gathering and reporting criminal intelligence. Responsible for the effective utilization of criminal intelligence;
 - (i) dissemination of data to departmental personnel and other agencies having mutual interest;
 - (j) preparing detailed testimony in court or other legal proceedings;
 - (k) participating in joint operations with other criminal justice agencies and departmental divisions, as directed;

- (l) temporary assignments to other duties for a period of time as stipulated by administrative policy, and
- (m) functioning as dignitary protection team member.

13. Operations Bureau - Patrol Division Sergeants will be responsible for the following:

Sergeants (District)

- * Responsible for generating directed patrol plans for district team;
- * Responsible for direct supervision and remedial training of police officers assigned to district team;
- * Responsible for the review and approval of all event reports and other police reports generated by police officers;
- * Responsible for all in-the-field supervision of district police officers, including the handling of problems and all situations requiring the presence of a supervisor as per KPD General Orders;
- * Responsible for the assignment of all subordinate officers;
- * Responsible for the assignment of all vehicles and equipment, including the general appearance, care and cleanliness;
- * Responsible for the performance evaluations of subordinate officers;
- * Responsible for the on-duty appearance of subordinate officers as per KPD General Orders and the readiness of all approved items of personal equipment;
- * Responsible for direct support of subordinate officers in handling:
 - Calls for Service
 - Back-ups
 - Directed Patrol Activities
 - All other duties of a police officer

14. Learn and maintain skills, knowledge or ability to perform:

- (1) Cultivate Informants
- (2) Driving, Defensive
- (3) Driving, Pursuit

- (4) Patrol Procedures
- (5) Radio Operation (Vehicle/Portable)
- (6) Interviewing Techniques
- (7) Interrogation Techniques
- (8) Radar Operation
- (9) Crime Scene Investigation (II)
- (10) Accident Scene Investigation
- (11) Testify in Court
- (12) Crisis Intervention
- (13) Crowd Control Member
- (14) Traffic Stops
- (15) Basic Firearms
- (16) Riot Control Member
- (17) Arrest Techniques/Defensive Tactics
- (18) Traffic Control
- (19) Vehicle Code Enforcement
- (20) First Aid, Advanced
- (21) C.P.R.
- (22) Notetaking
- (23) Report Writing
- (24) Public Speaking
- (25) Search, Seizure, and Arrest
- (26) Rules of Evidence
- (27) Criminal Law
- (28) Counseling Public
- (29) Custodial Care (of mentals, alcoholics and drug abusers)
- (30) Warrant Preparation
- (31) Basic Supervision
- (32) Budget Preparations and Administering
- (33) Civil Liabilities
- (34) Use of Special Investigative Equipment

15. Perform other tasks as directed.

Minimum Service Time and Training

One (1) year in the Police Officer I classification and successful completion of specified training for Sergeant.

Minimum Education/Training Requirements

I. Required

1. Advanced First Aid
2. Basic Management School
3. Case Management
4. C.P.R. current certification
5. Crime Analysis I
6. Criminal Investigation I
7. Criminal Investigation II
8. Criminal Law I, II, III
9. Field Training Officer Program

10. Interviewing Techniques I & II
11. Introduction to Computer Technology
12. Investigative Equipment I
13. Operations Analysis I
14. Personnel Management and Supervision I
15. Planning I
16. Police Instructor I
17. Public Speaking
18. Report Writing for Supervisors
19. Staff Studies and Research
20. Surveillance Techniques I

II. Formal

1. High School or G.E.D. equivalent
2. Graduation from K.P.D. Training Academy
3. Minimum of forty-five (45) quarter hours of accredited college courses

Department In-Service Training

1. Minimum of 96 hours within the last 3 calendar years prior to the date of the Sergeant examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service training session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received satisfactory rating on current personnel evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

LIEUTENANT

CLASSIFICATION SPECIFICATIONS

Classification - Lieutenant

Bureau - Operations/Administrative

Supervises - Subordinate officers or those officers or or individuals as directed by higher authority.

Supervised by - Equal or higher supervisory rank as designated by higher authority and consistent with the official departmental chain of command (General Order No. 1.2 - Police Manual) and the official organizational structure as adopted December, 1981, and amended December, 1982.

Duties and Responsibilities

I. General - The protection of life and property through the enforcement of laws and ordinances. Organizationally responsible for the general supervision of subordinate personnel and specifically personnel designated under his/her supervision as to their conduct and performance.

II. Specific -

1. Shall be responsible for the directing of the activities of those persons placed in his/her charge (regardless of civilian or sworn status).
2. Shall be responsible for successful completion of task(s) assigned to him/her and personnel under his/her command.
3. Shall be responsible for ensuring adherence of all departmental policies, rules, and regulations by subordinate personnel regardless of specific assignment; to include specific responsibilities relative to disciplinary procedures enumerated in the K.P.D. Police Manual.
4. Shall advise superior officers of conflicts of assigned tasks with policy and procedures.
5. Shall be responsible for evaluating personnel assigned to him/her for supervision and maintain accurate documentation to support evaluation levels.

6. Shall be responsible for carrying out the intent of the overall mission of the department as the task(s) relates to his/her assignment.
7. Shall be responsible for budgetary management as directed.
8. Shall be responsible for being knowledgeable of laws, statutes, ordinances, and crime and operational data.
9. Shall be responsible for reviewing and approving reports and written communications pursuant to his/her assignment.
10. Shall be responsible for assignment, inspection, and maintenance of all equipment placed in his/her charge.
11. Shall be responsible for conducting special investigations into criminal activities and internal investigations as directed.
12. May be responsible for:
 - (a) serving, on a temporary basis, as relief Section supervisor (Not inconsistent with departmental policy);
 - (b) planning, coordinating and evaluating the activities of a unit;
 - (c) acting as a training officer;
 - (d) reviewing warrants;
 - (e) supervising, planning, staffing, coordinating and evaluating of inter-divisional activities, i.e. raids, surveillance, etc.;
 - (f) acting as dignitary protection team supervisor;
 - (g) conducting investigations as directed;
 - (h) gathering and reporting criminal intelligence. Responsible for the effective utilization of criminal intelligence;
 - (i) disseminating data to departmental personnel and other agencies having mutual interest;
 - (j) preparing detailed testimony in court or other legal proceedings;

- (k) participating in joint operations with other criminal justice agencies and departmental divisions as directed;
- (l) temporary assignments to other duties for a period of time as stipulated by administrative policy, and
- (m) functioning as dignitary protection team member.

13. Operations Bureau - Patrol Division Lieutenants will be responsible for the following:

Lieutenants

- * Responsible for the entire operation of police activities in the assigned sector (except as otherwise provided for in the KPD General Orders) during the on-duty shift assignment;
- * Responsible for all Calls for Service and Directed Patrol Activities occurring during the shift assignment;
- * Responsible for the supervision of the assignment of Crime Analysis and other directed activities through District Sergeants or Team Leaders (within assigned shifts);
- * Responsible for the effective integration of Unit (watch)/command orders with directed patrol activities generated by District Teams or the Sector Unit as a whole (within assigned shift);
- * Responsible for the generation and maintenance of documentation, including reports for assigned shifts;
 - Unit Work/Assignment Sheet
 - Directed Patrol/Task Schedule
 - Payroll Sheets
 - Leave Requests
 - Court Time
- * Responsible for general screening of event reports and other field reports generated by patrol officers and approved by Sergeants (for assigned shifts);
- * Responsible for the design, management and conducting of roll calls (for assigned shift);
- * Responsible for the performance evaluations of direct subordinates (Sergeants/Team Leaders) and screening of other performance reviews;
- * Responsible for the proper delivery of all Unit orders (for assigned shifts);

- * Responsible for all inspections (for assigned shift and personnel);
 - * Responsible for safety of all police personnel and care of equipment (assigned to shift);
 - * Responsible for the in-shift interpretation of KPD General Orders;
 - * Responsible for providing documentation relating to all disciplinary actions initiated and required by the Knoxville Police Department Manual, Disciplinary Procedures Section.
 - * Responsible for planning, coordinating and conducting roll call training sessions, consistent with the direction of the Sector Captain and the Training Director.
14. Learn and maintain skills, knowledge, or ability to perform:
- (1) Cultivate Informants
 - (2) Driving, Defensive
 - (3) Driving, Pursuit
 - (4) Patrol Procedures
 - (5) Radio Operation (Vehicle/Portable)
 - (6) Interviewing Techniques
 - (7) Interrogation Techniques
 - (8) Radar Operation
 - (9) Crime Scene Investigation (II)
 - (10) Accident Scene Investigation
 - (11) Testify in Court
 - (12) Crisis Intervention
 - (13) Crowd Control Member
 - (14) Traffic Stops
 - (15) Firearms
 - (16) Riot Control Member
 - (17) Arrest Techniques/Defensive Tactics
 - (18) Traffic Control
 - (19) Vehicle Code Enforcement
 - (20) First Aid, Advanced
 - (21) Notetaking
 - (22) Report Writing
 - (23) Public Speaking
 - (24) Search, Seizure, and Arrest
 - (25) Rules of Evidence
 - (26) Criminal Law
 - (27) Counseling Public
 - (28) Custodial Care (of mentals, alcoholics and drug abusers)
 - (29) Warrant Preparation
 - (30) Advanced Supervision
 - (31) Budget Preparations and Administering
 - (32) Civil Liabilities
 - (33) Use of Special Investigative Equipment

15. Perform other tasks as directed.

Minimum Service Time and Training

Four (4) years service in Sergeant classification, or six months service in Police Officer IV, Specialist III, Criminal Investigator III classifications and successful completion of specified training for Lieutenant classification.

Minimum Education/Training Requirements

I. Required

1. Advanced Research Studies
2. Basic Management School
3. Case Management
4. Crime Analysis I & II
5. Criminal Investigations II & III
6. Criminal Law II & III
7. Dignitary Protection
8. Field Training Officer Program
9. Intermediate Management School
10. Interviewing Techniques I & II
11. Investigative Equipment I & II
12. Introduction to Computer Technology
13. Operations Analysis II
14. Personnel Management/Supervision I
15. Planning I & II
16. Police Instructor I
17. Public Speaking
18. Raid Management
19. Report Writing for Supervisors
20. Surveillance Techniques I

II. Formal

1. High School or G.E.D. equivalent
2. Graduation from K.P.D. Training Academy
3. Minimum of ninety (90) quarter hours of accredited college courses

Department In-Service Training

1. Minimum of 96 hours within the last 3 calendar years prior to the date of the Lieutenant examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service training session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluations

Must have received a satisfactory rating on the most current performance evaluation consistent with the K.P.D. policy on performance evaluations and the rules and regulations as set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

CAPTAIN

CLASSIFICATION SPECIFICATIONS

Classification - Captain

Bureau - Operations/Administrative

Supervises - Subordinate officers or those officers or individuals as directed by the Divisional Chief, Bureau Chief, Chief of Police or Director of Public Safety.

The classification of Captain is a command position and a Captain shall command a Section/Sector, unless specifically stipulated otherwise for the purpose of budgetary reductions or position surplus.

Supervised By - Equal or higher supervisory rank as designated by higher authority and consistent with the official departmental chain of command (General Order No. 1.2 - Police Manual) and the official organizational manual as adopted December, 1981 and amended December, 1982.

Duties and Responsibilities

I. General -

1. The protection of life and property through the enforcement of laws and ordinances. Organizationally responsible for the general supervision of all subordinate personnel and specifically personnel designated under his/her supervision and/or command as to their conduct and performance.
2. Performs administrative duties/tasks of substantial difficulty including, but not limited to, command, coordination, planning, staffing, scheduling, budgeting, program development/evaluation and personnel evaluations of a departmental Section.
3. (a) Attends scheduled staff conferences and participates effectively in promoting overall team management;
(b) Manages personnel resources by effectively maintaining staffing schedules, distribution of work and motivation of personnel;
(c) Continuously provides self-initiated contributions for the professional betterment of the overall police organization by exceeding satisfactory levels of performance;

- (d) Continuously responsible for problem recognition and providing viable alternatives for problem resolution;
- (e) Exercises continuous budgetary control over all resources;
- (f) Maintains a high level of understanding of policies, rules and regulations and openly promotes compliance with minimum supervision;
- (g) Monitors quality performance of personnel and programs and fairly evaluates each;
- (h) Sets a higher standard of professionalism through appearance, physical conditioning, respect for personnel, and professional communications.

II. Specific -

1. Shall be responsible for the directing of the activities of those persons placed in his/her command (regardless of civilian or sworn status).
2. Shall be responsible for successful completion of task(s) assigned to him/her and personnel under his/her command.
3. Shall be responsible for ensuring adherence of all departmental policies, rules, and regulations by subordinate personnel regardless of specific assignment, to include specific responsibilities relative to disciplinary procedures enumerated in the K.P.D. Police Manual.
4. Shall advise superior officers of conflicts of assigned tasks with policy and procedures.
5. Shall be responsible for evaluating personnel assigned to him/her for supervision and maintaining accurate documentation to support evaluation levels.
6. Shall be responsible for carrying out the intent of the overall mission of the department as the task(s) relates to his/her assignment.
7. Shall be responsible for budgetary management as assigned.
8. Shall be responsible for being knowledgeable of laws, statutes, ordinances and crime and operational data.

9. Shall be responsible for reviewing and approving reports and written communications pursuant to his/her assignment.
10. Shall be responsible for assignment, inspection, and maintenance of all equipment placed in his/her charge.
11. Shall be responsible for specific duties as identified by the Department Organizational Manual.
12. Shall be responsible for serving, on a temporary basis, as relief Division Chief (not inconsistent with departmental policy).
13. Shall be responsible for planning, coordinating developing, and implementing training sessions for personnel under his/her command and shall assist the Director of Training in preparing and providing training in the Police Academy.
14. Shall be responsible for reviewing warrants.
15. Shall be responsible for planning, coordinating and evaluating of inter-divisional activities, i.e., raids, surveillance, etc.
16. Shall be responsible for conducting special investigations into criminal activities and internal investigations as directed.
17. Shall be responsible for joint operations with other criminal justice agencies and departmental divisions, as directed.
18. Shall be responsible for preparing detailed testimony in court or other legal proceedings.
19. Shall be responsible for gathering and reporting criminal intelligence. Responsible for the effective utilization of criminal intelligence.
20. Shall be responsible for maintaining a high level of knowledge related to operational data and the dissemination of information to departmental personnel.
21. Shall be responsible for other tasks as directed.

22. Specific responsibilities of Sector Captains and other Section Captains as applicable:

Captains

- * Maintain complete responsibility and authority for the assigned sectors; responsible for all uniform and other police operations, except as otherwise stated in the KPD General Orders; responsibility and authority covers 24 hours per day throughout the term of the assignment.
- * Be responsible and accountable for effectively managing calls for service and crimes in the assigned sector;
- * Be responsible for the conduct and performance of all police personnel assigned to the sector;
- * Be responsible for the management and control of all costs budgeted or incurred;
- * Be responsible for the protection, care and proper use of all equipment;
- * Be responsible for the proper interpretation and enforcement of all KPD regulations and General Orders.
- * Be responsible for performance evaluations of direct subordinates (Lieutenants) and the proper carrying out of performance reviews and other personnel matters by cognizant subordinate managers (Lieutenants and Sergeants).

Minimum Service Time and Training

Four (4) years service in the Lieutenant classification and successful completion of specified training for the Captain classification.

Minimum Education/Training Requirements

I. Required

1. Advanced Research and Studies
2. Computer Technology II
3. Crime Analysis II
4. Field Training Officer Program
5. Independent Research I
6. Operations Analysis II
7. Personnel Management II

8. Personnel Management Supervision
9. Public Speaking
10. Senior Command School
11. Training Techniques and Methods School

II. Formal

1. High School or GED equivalent
2. Graduation from KPD Training Academy
3. Minimum of one-hundred thirty-five (135) quarter hours of accredited college courses

Departmental In-Service Training

1. Minimum of 96 hours within the last three calendar years, prior to the Captain examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D Training Academy approved firearms requalification course in each in-service training session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluation

Must have received a satisfactory rating on the most current performance evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations as set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last 18 months.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

DEPUTY CHIEF

CLASSIFICATION SPECIFICATIONS

Classification - Deputy Chief

Bureau - Operations/Administrative

Supervises - All subordinate officers and civilian personnel of the department. Specifically supervises all personnel assigned to the Division which he/she is in command.

Supervised By - Equal or higher supervisory rank as designated by higher authority and consistent with the official departmental chain of command (General Order No. 1.2 - Police Manual) and the official Organizational Manual, as adopted December, 1981 amended December, 1982.

Duties and Responsibilities

I. General -:

1. The protection of life and property through the enforcement of laws and ordinances. Organizationally responsible for the general supervision of all subordinate personnel and specifically personnel designated under his/her command as to their conduct and performance.
2. Performs administrative duties/tasks of substantial difficulty including, but not limited to, command, coordination, planning, staffing, scheduling, budgeting, program development/evaluation, and personnel evaluations of a departmental Division.
3. Shall perform administrative and executive management duties and will coordinate/perform follow-up studies of operational plans and programs.
4. Attends scheduled staff conferences and participates effectively in promoting overall team management.
5. Manages personnel resources by effectively maintaining staffing schedules, distribution of work and motivation of personnel.
6. Continuously provides self-initiated contributions for the professional betterment of the overall police organization by substantially exceeding satisfactory levels of performance.

7. Continuously responsible for problem recognition and providing viable alternatives for problem resolution.
8. Exercises continuous budgetary control over-all resources.
9. Maintains a high level of understanding of policies, rules and regulations and openly promotes compliance with minimum supervision.
10. Monitors quality performance of personnel and programs and fairly evaluates each.
11. Sets a higher standard of professionalism through appearance, physical conditioning, respect for personnel, and professional communications.

III. Specific -

1. Shall be responsible for the directing of the activities of those persons placed in his/her command (regardless of civilian or sworn status).
2. Shall be responsible for successful completion of task(s) assigned to him/her and personnel under his/her command.
3. Shall be responsible for ensuring adherence of all departmental policies, rules, and regulations by subordinate personnel, regardless of specific assignment, to include specific responsibilities relative to disciplinary procedures enumerated in the K.P.D. Police Manual.
4. Shall be responsible for interpreting the intent of policies, rules and regulations, consistent with departmental goals, objectives and philosophy.
5. Shall advise superior officers of conflicts of assigned tasks with policy and procedures.
6. Shall be responsible for evaluating personnel assigned to him/her for supervision.
7. Shall be responsible for carrying out the intent of the overall mission of the department as the task(s) relates to his/her assignment.
8. Shall be responsible for budgetary management and monitoring for resources assigned to his/her command.

9. Shall be responsible for being knowledgeable of laws, statutes, ordinances, and crime and operational data.
10. Shall be responsible for reviewing and approving reports and written communications pursuant to his/her assignment.
11. Shall be responsible for assignment, continuous inspection and maintenance of all equipment assigned to his/her command.
12. Shall be responsible for specific duties as identified by the Departmental Organizational Manual.
13. Shall be responsible for serving, on a temporary basis, as relief Bureau Chief (not inconsistent with departmental policy).
14. Shall be responsible for planning, coordinating development, and implementing training sessions for personnel under his/her command and shall assist the Director of Training in preparing and providing training in the Police Academy.
15. Shall be responsible for planning, coordinating and evaluating of inter-divisional activities, i.e., raids, surveillance, etc.
16. Shall be responsible for conducting special investigations into criminal activities.
17. Shall be responsible for participating in joint operations with other criminal justice agencies and departmental divisions, as directed.
18. Shall be responsible for preparing detailed testimony in court or other legal proceedings.
19. Shall be responsible for gathering and reporting criminal intelligence. Responsible for the effective utilization of criminal intelligence.
20. Shall be responsible for maintaining a high level of knowledge related to operational data and the dissemination of information to departmental personnel.
21. Shall be responsible for other tasks as directed.

Minimum Service Time and Training

Two (2) years service in Captain's classification and successful completion of specified training for Deputy Chief classification.

Minimum Education/Training Requirements

I. Required

1. Computer Technology II
2. Crime Analysis II
3. Independent Research II
4. Management Information Systems
5. Operations Analysis II
6. Personnel Management and Supervision II
7. Productivity Measurement Techniques
8. Public Speaking
9. Senior Management School
10. Training Techniques and Methods School

II. Formal

1. High School or GED equivalent
2. Four-year Baccalaureate Degree from an accredited college or university

Departmental In-Service Training

1. Minimum of 96 hours within the last three calendar years, prior to the Deputy Chief examination, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service training session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluation

Must have received a satisfactory rating on the most current performance evaluation consistent with the current K.P.D. policy on performance evaluations and the rules and regulations set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last three (3) years.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

ASSISTANT CHIEF

CLASSIFICATION SPECIFICATIONS

Classification - Assistant Chief

Bureau - Operations/Administrative

Supervises - Subordinate officers or those officers or individuals as directed by the Chief of Police or Director of Public Safety

The classification of Assistant Chief is a command position, and an Assistant Chief shall command a Bureau, unless specifically stipulated otherwise for the purpose of budgetary reductions or position surplus.

Supervised By - Equal or higher supervisory rank as designated by higher authority and consistent with the official departmental chain of command (General Order 1.2 - Police Manual) and the official Organizational Manual as adopted December, 1981 and amended December, 1982.

Duties and Responsibilities

I. General -

1. The protection of life and property through the enforcement of laws and ordinances; organizationally responsible for the general supervision of all subordinate personnel, and specifically personnel designated under his/her supervision and/or command as to their conduct and performance.
2. Performs administrative and executive duties/tasks of substantial difficulty including, but not limited to command, coordination, planning staffing, scheduling, budgeting, program development/evaluation and personnel evaluations of a departmental bureau.
3. Attends scheduled staff conferences and participates effectively in promoting over-all team management.
4. Manages personnel resources by effectively maintaining staffing schedules, distribution of work and motivation of personnel.
5. Continuously provides self-initiated contributions for the professional betterment of the over-all

police organization by substantially exceeding satisfactory levels of performance.

4. Continuously responsible for problem recognition and providing viable alternatives for problem resolution.
5. Exercises continuous budgetary control over-all resources.
6. Maintains a high level of understanding of policies, rules and regulations and openly promotes compliance with minimum supervision.
7. Monitors quality performance of personnel and programs and fairly evaluates each.
8. Sets a higher standard of professionalism through appearance, physical conditioning, respect for personnel, and professional communications.

II. Specific -

1. Shall be responsible for the directing of the activities of those persons placed in his/her command (regardless of civilian or sworn status).
2. Shall be responsible for successful completion of task(s) assigned to him/her and personnel under his/her command.
3. Shall be responsible for ensuring adherence to all departmental policies, rules and regulations by subordinate personnel, regardless of specific assignment; to include specific responsibilities relative to disciplinary procedures enumerated in the K.P.D. Police Manual.
4. Shall be responsible for interpreting the intent of general orders, policies, rules, and regulations, consistent with departmental goals, objectives and philosophy.
5. Shall be responsible for evaluating personnel on a fair and responsible basis.
6. Shall be responsible for carrying out the intent of the overall mission of the department as the task(s) relates to his/her assignment.
7. Shall be responsible for budgetary management and monitoring for resources assigned to his/her command.

8. Shall be responsible for being knowledgeable of laws, statutes, ordinances, crime and operational data.
9. Shall be responsible for reviewing and approving reports and written communications pursuant to his/her assignment.
10. Shall be responsible for assignment, continuous inspection, and maintenance of all equipment assigned to his/her command.
11. Shall be responsible for specific duties as identified by the Departmental Organizational Manual.
12. Shall be responsible for serving, on a temporary basis, as relief Chief of Police (not inconsistent with departmental policy).
13. Shall be responsible for planning, coordinating, development, and implementing training sessions for personnel under his/her command and shall assist the Director of Training in preparing and providing training in the Police Academy.
14. Shall be responsible for conducting special investigations into criminal activities.
15. Shall be responsible for participating in joint operations with other criminal justice agencies and departmental bureaus.
16. Shall be responsible for preparing detailed testimony in court or other legal proceedings.
17. Shall be responsible for gathering and reporting criminal intelligence; responsible for the effective utilization of criminal intelligence.
18. Shall be responsible for maintaining a high level of knowledge related to operational data and the dissemination of information to departmental personnel.
19. Shall be responsible for preparing departmental policies and general orders for review by the Chief of Police or the Director of Public Safety.
20. Shall be responsible for maintaining a high degree of knowledge and expertise in contemporary policing methods, practices and technology.
21. Shall be responsible for other tasks as directed.

Minimum Service Time and Training

Two (2) years service in the Captain or Deputy Chief classifications and successful completion of specified training for Assistant Chief classification.

Minimum Education/Training

I. Required

1. Computer Technology II
2. Crime Analysis II
3. Independent Research II & III
4. Management Information Systems
5. Operations Analysis II
6. Personnel Management & Supervision II
7. Productivity Measurement Techniques
8. Public Speaking
9. Senior Command School
10. Training Techniques and Methods School

II. Formal

1. High School or GED equivalent
2. Four years Baccalaureate Degree from an accredited college or university

Departmental In-Service Training

1. Minimum of 96 hours within the last 3 calendar years, achieving a minimum written test score of 80% for each session.
2. Minimum score of 80% on K.P.D. Training Academy approved firearms requalification course in each in-service training session.
3. Minimum P.Q.T. passing score for individual age group at each in-service training session.

Personnel Evaluation

Must have received a satisfactory rating on the most current performance evaluation consistent with the current K.P.D. policy on performance evaluation and the rules and regulations of the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class "B" disciplinary action in the last three (3) years.

Examinations

Satisfactorily passed the examination process stipulated by the Civil Service Merit Board Rules and Regulations.

CHIEF OF POLICE

CLASSIFICATION SPECIFICATION

Classification - Chief of Police

Department - Police

Supervises - Subordinate officers and all other individuals employed by the Knoxville Police Department. The classification of Chief of Police is the chief executive position of the Knoxville Police Department and shall be a command position.

Supervised By - The Director of Public Safety and the Mayor of the City of Knoxville, consistent with the official chain of command (General Order 1.2 of the Police Manual), and the official organizational manual as adopted December 1981 and amended December 1982.

Duties and Responsibilities

I. General -

1. Be the commanding officer of the Department, appointed by the Mayor in accordance with Civil Service Merit Board Rules and Regulations.
2. Be responsible for organizing and managing the Department as prescribed by the departmental organizational manual and policies not inconsistent with the executive memorandums and directives from the Director of Public Safety and/or the Mayor of the City of Knoxville.
3. Be responsible for insuring the Department enforces all laws and ordinances within its legal jurisdiction in a just and impartial manner.
4. Shall be specifically responsible for coordinating, planning, budgeting, directing, patrolling, and staffing all activities of the Department; for its continuous and efficient operation; for the completion and forwarding of such reports as may be required by command authority (Director of Public Safety or the Mayor) and the state of relations between the citizens in governing the City of Knoxville and other agencies.
5. Instill high standards of morale and confidence through his leadership and provision of instruction and training for and by members of the Department.

6. Submit to the Director of Public Safety, Mayor, (and/or Chief Operating Officer) a written document establishing goals, objectives, priorities, and general information strategies each year. This document shall be submitted annually with quarterly reports or revisions and be submitted on an established quarterly date.
7. Shall be responsible for directing and developing contemporary methodologies for police administration consistent with national demonstration with established productivity concepts and efficient delivery of service.
8. Shall attend scheduled staff conferences and participate effectively in promoting team management.
9. Shall manage personnel resources by effectively maintaining staffing schedules, distribution of workloads, and motivation of personnel.
10. Shall continuously provide self-initiating contributions for the professional betterment of the overall police organization by substantially exceeding satisfactory levels of performance.
11. Be continuously responsible for problem recognition and for providing viable alternatives for problem solutions.
12. Shall exercise continuous budgetary control overall resources.
13. Shall maintain a high level of understanding of policies, rules and regulations, and openly promote compliance.
14. Shall monitor quality performance of personnel and programs, and fairly evaluate each.
15. Sets a high standard of professionalism through appearance, physical conditioning, respect for personnel and professional communications.
16. Continuously promote contemporary policies, management concepts and innovative use of resources.

II. Specific -

1. Shall be responsible for the directing of activities of all persons placed under command of the Department regardless of civilian or sworn status.
2. Shall be responsible for successful completion of task(s) assigned directly under his/her command staff.

3. Shall be responsible for ensuring adherence to all departmental policies, rules and regulations by subordinate personnel, regardless of specific assignment; to include specific responsibilities relative to disciplinary procedures enumerated in the K.P.D. Police Manual.
4. Shall be responsible for the interpreting and the intent of General Orders, policies, rules and regulations consistent with departmental goals, objectives and philosophies.
5. Shall be responsible for evaluating personnel on a fair and responsible basis.
6. Shall be responsible for carrying out the intent of the overall mission of the Department as the task(s) relate to the effective command position of Chief.
7. Shall be responsible specifically for budgetary management and monitoring all resources.
8. Shall be responsible for being knowledgeable of laws, statutes, ordinances, crime and operational data.
9. Shall be responsible for reviewing and approving reports and written communications pursuant to executive command position.
10. Shall be responsible for inspection and maintenance of all equipment assigned or owned by the Knoxville Police Department.
11. Shall be responsible for maintaining high level of knowledge related to operational data and the dissemination of information to the departmental personnel.
12. Shall be responsible for preparing departmental policies and general orders for review by the other staff members, the Director of Public Safety and the Mayor.
13. Shall be responsible for maintaining a high degree of knowledge and expertise in contemporary policing methods, practices and technologies.
14. Shall be responsible for other tasks as directed by the Director of Public Safety and/or the Mayor.
15. Sets a high standard of professionalism through appearance, physical conditioning, respect for personnel and professional communications.
16. Continuously promote contemporary policies, management concepts and innovative use of resources.

Minimum Service Time and Training

Two (2) years service in the Captain, Deputy Chief or Assistant Chief classifications, and successful completion of specified training for Chief of Police.

Minimum Education/Training Requirements

I. Minimum Education:

1. Crime Analysis II
2. Independent Research II, III
3. Management Information Systems
4. Operations Analysis II
5. Personnel Management II
6. Productivity Measurement Techniques
7. Senior Command School

II. Formal:

1. High School or GED equivalent
2. Four-year Baccalaureate Degree from an accredited college or university
3. Graduation from an intensive police management training program, from the FBI National Academy, Northwestern University Traffic Institute, Southern Police Institute, University of Southern California Delinquency Control Institute, University of Tennessee Executive Management Program, or the completion of a graduate degree.

Departmental In-Service Training

1. Minimum of 96 hours within the last three calendar years, achieving a written test score of 80%
2. Minimum score of 80% on KPD Training Academy approved firearms requalifications course in each in-service training session
3. Minimum PQT passing score for individual age group at each in-service training session.

Personnel Evaluation

Must have received a satisfactory rating on the most current performance evaluation and must consistently display an exemplary level of performance; and consistent with the current K.P.D. policy on performance evaluations and the rules and regulations set forth by the Civil Service Merit Board.

Disciplinary Actions

Must not have received a class B disciplinary action in the last three (3) years.

Examinations

Satisfactorily passed examination process stipulated by the Civil Service Merit Board Rules and Regulations.