

# **POLICE OFFICER**

## **General Statement of Duties**

Performs general duty law enforcement work to protect life and property in the Town.

## **Distinguishing Features of the Class**

An employee in this class performs a full range of general law enforcement duties. Work includes patrolling the Town during an assigned shift in a police car, on bicycle, or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees must exercise judgement, initiative and calm control when performing duties; more difficult problems are normally carried out under the direction of or in conjunction with a Police Shift Leader assigned to the same shift. Work involves frequent public contact which requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and proper judgement.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

- Patrols streets in a police car, on bicycle or on foot; checks doors and windows; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.
- Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities; conducts special traffic checkpoints to enforce seatbelt, alcohol, speed, or other laws; operates radar and intoxilyzer equipment.
- Performs investigations of accidents or possible non-felony crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects; presents findings in court.
- Issues citations for violation of traffic regulations, serves warrants; apprehends and processes criminal suspects and transports to magistrate and/or County detention facilities.
- Regulates and directs vehicular traffic at busy times at local schools and when traffic signal malfunctions or accidents require.
- Operates a two-way radio to receive instructions and information from or to report information to police headquarters; maintains vehicle, weapons and other equipment in standards working order.
- Prepares records and reports of activities.
- Advises the public on laws and local ordinances; serves papers as needed.

### **Additional Job Duties**

Assists stranded motorists; gives information and directions to visitors and the general public. Performs bank or funeral escorts when needed. Insures proper maintenance of assigned vehicles and equipment. Performs other related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

- Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
- Working knowledge of law enforcement principles, practices, methods and equipment.
- Some knowledge of scientific crime detection and criminal identification methods and procedures.
- Some knowledge of the use of information technology in law enforcement work.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Skill in collaborative conflict resolution.
- Ability to act with sound judgement in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

### Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions. Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly. Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

### Desirable Experience and Education

Graduation from high school and completion of basic law enforcement training; possession of a Basic Law Enforcement Certificate; or an equivalent combination of education and experience.

### Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.