

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 in the patrol division. Work includes patrolling the Town during a shift in a police car, on foot, by bicycle, or other appropriate means preventing, detecting and investigating disturbances and crime; investigating traffic accidents, helping victims, and performing traffic control work; apprehending suspects; testifying in court; and executing related assignments. Employees must exercise judgment, initiative and calm control when performing duties, but more difficult problems are normally carried out under the direction of or in conjunction with the Police Sergeant. 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 the usual hazards of law enforcement work. The employees are also subject to Level III OSHA Standards on blood borne pathogens. Work is performed under regular supervision, and is evaluated through observation, review of reports, and discussion concerning how particular incidents or activities were handled.

Duties and Responsibilities

Essential Duties and Tasks

Patrols streets in a police car, on foot, by bicycle or other appropriate means; 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; reports 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, and others needs; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

Investigates traffic accidents; issues traffic citations; directs traffic and participates in other emergency operation activities.

Performs investigations of accidents and possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks; arrests and processes criminal suspects.

Advises the public on laws and local ordinances; testifies in court; executes search warrants; serves papers as needed.

Regulates and directs vehicular traffic at busy times or when traffic signal malfunctions or accidents require; maintains order at public gatherings.

Performs funeral and bank escorts.

Operates a two-way radio to receive instructions and information from or to report information to police headquarters.

Prepares detailed records and reports of activities.

Uses a variety of software programs to prepare incident reports, perform research, check driver's licenses and vehicle registrations, check for outstanding warrants and related research.

Additional Job Duties

Performs 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 arrest, search and seizure, and traffic control.

Knowledge of the application of information technology to the work.

Working knowledge of law enforcement principles, practices, methods and equipment.

Some knowledge of scientific criminal detection and identification methods.

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 communicate clearly over radio and other technology.

Ability to operate a computer terminal.

Ability to act with sound judgment in routine and emergency situations.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective relations with the citizens, coworkers, other law enforcement agencies, and Town officials.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Desirable Education and Experience

Graduation from high school and some law enforcement training or experience; or an equivalent combination of education and experience.

Special Requirement

Before assignment to sworn duties, employees must possess a valid North Carolina Driver's license and have completed at least the minimum requirement established by the North Carolina Criminal Justice Training and Standards Council for certified law enforcement officers, with possession of a Basic Law Enforcement Certificate.

Ability to obtain required certifications.

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Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.