

POLICE OFFICER

General Statement of Duties

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

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 or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees must exercise judgment, initiative and calm control when performing duties. 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, vibrations, and hazardous spills with fumes, oils, gases, or flammable liquids. Because of the exposure to human body fluids in the course of carrying out duties, work is subject to the OSHA requirements for bloodborne pathogens. Work is performed under the general supervision of the Police Sergeant and is evaluated through observation, discussion and review of reports for adherence to laws, department procedures, and proper judgment.

Duties and Responsibilities

Essential Duties and Tasks

Patrols streets in a police car 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; 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; 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.

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

Regulates and directs vehicular traffic at busy times at local schools and when traffic signal malfunctions or accidents require.

Issues citations for violation of traffic regulations, serves warrants; apprehends and processes criminal suspects and transports to detention facilities.

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 standard working order.

Prepares records and reports of activities.

Advises the public on laws and local ordinances; serves papers as needed.

Assists stranded motorists; gives information and directions to visitors and the general public.

Assists fire and rescue calls with traffic and other requirements at emergency scenes.

Serves as backup to other law enforcement officials in the county or other municipalities.

Additional Job Duties

Assists less experienced officers with understanding job expectations and performing the reporting and other law enforcement duties

May have periodic or on-going special assignments such as Police dog, and have

responsibility for the dogs' welfare, training, and use during criminal situations.
Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

General 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.

Working knowledge of the geographical area in which the City is located.

Working knowledge of scientific crime detection and criminal identification methods and procedures.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Skill in computer and two-way radio operations.

Ability to act with sound judgment 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 employees, other law enforcement officers, supervisors, and other public 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 very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle; distinguish details and differences when observing people, places, or things on patrol; operate a computer terminal; do extensive reading; and use measurement devices.

Desirable Experience and Education

Graduation from high school and possession of a Basic Law Enforcement Certificate.

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 with prospects of successfully completing the entire certification process within prescribed time frames.