

## POLICE OFFICER

### General Statement of Duties

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

### Distinguishing Features of the Class

An employee in this class independently performs a full range of law enforcement duties in the areas of community policing, traffic, investigation, and patrol duties. Work includes patrolling the Town and also concentrating time in assigned community policing areas during a shift in a police car or on foot; 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. Employee must exercise judgment, initiative, and calm control when performing duties. Work involves frequent public contact which requires tact, firmness, and decisiveness. The public contact functions include development and maintenance of rapport with citizens, students, and community leaders. Work is performed in accordance with departmental policy and state and federal law, supplemented by specific directions from superior officers. Work is performed under stressful emergency conditions and frequently involves personal hazards. The employee is subject to hazards associated with law enforcement including working in both inside and outside environments, and exposure to various hazards such as various atmospheric conditions, noise, vibration, and physical conditions. Employee is subject to Level III OSHA Standards on bloodborne pathogens, and may be required to work in close quarters. Work is performed under the general direct supervision of the Police Sergeant and Police Lieutenant, and is evaluated through observation, review of reports, and discussions concerning how particular incidents or activities were handled.

### Duties and Responsibilities

#### Essential Duties and Tasks

Independently patrols streets throughout the Town in a police car or on foot; develops and maintains working rapport with citizens and community leaders; checks doors and windows; examines premises of unoccupied residences or buildings; detects unusual conditions, maintains surveillance and observation for stolen cars, missing persons, or suspects; and, reports dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Responds independently to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior, and other needs; determines nature of the situation and takes appropriate legal or persuasive action warranted.

Investigates traffic accidents; issues traffic citations; directs traffic; and participates in other emergency operation activities; may be required to give chase to speeding vehicles while ensuring public safety.

Performs investigations of accidents and possible crimes through observation, questioning witnesses and others in the community, and gathering physical evidence; and arrests and processes criminal suspects.

Apprehends and processes criminal suspects and transports to magistrates and detention facilities.

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

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

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 on activities.

Follows all applicable safety rules and regulations.

#### Additional Job Duties

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

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Working knowledge of the state and federal laws, local ordinances, and policies of the police department, especially relating to arrest, search and seizure, and traffic control.

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

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

Knowledge of the geography and street system of the Town.

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

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 reports.

Ability to build and maintain cooperative and effective public relations with citizens and tourists.

Ability to establish and maintain effective working relationships with coworkers, citizens, community business owners, superiors and other public officials.

#### Physical Requirements

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

Must be able to perform heavy work of exerting up to 100 pounds of force occasionally, and 50 pounds of force frequently, and 20 pounds of force constantly to move objects.

Must possess the visual acuity to perform extensive reading, to operate law enforcement equipment, and to perform computer work.

#### Desirable Education and Experience

Completion of a two-year degree in Criminal Justice or graduation from high school supplemented by basic courses in police science; or an equivalent combination of education and experience.

#### Special Requirement

Possession of a valid North Carolina driver's license and have completed the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.