

POLICE OFFICER

Department: Police Department

Salary Classification: Hourly

Supervisor: Police Sergeant

FLSA Status: Non-Exempt

Revision Date: 2/1/2021

NCLM Position Code: 30260

General Statement of Duties:

Performs responsible protective service work involving a variety of general or support duty police assignments.

Distinguishing Features of the Class:

An employee in this class performs a full range of general law enforcement duties in the patrol division or other division, as assigned. Work includes patrolling the Town during a shift in a police car, on foot, 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 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, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. The employees are also subject to 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:

1. Patrols streets in a police car, on foot, 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.
2. Monitors radio calls; communicates with radio dispatchers; 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.
3. Enforces traffic laws and regulations; investigates traffic accidents; issues traffic citations; directs traffic and participates in other rescue and emergency operation activities.
4. Performs investigations of possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks; arrests and processes

criminal suspects and transports to County magistrate and/or detention facilities; presents findings in court.

5. Advises the public on laws and local ordinances; serves papers as needed.
6. Regulates and directs vehicular traffic at busy times at local schools or when traffic signal malfunctions or accidents require; maintains order at public gatherings.
7. Maintains vehicle, weapons and other equipment in standard working order.
8. Prepares detailed records and reports of activities.
9. 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.
10. Assists other law enforcement and emergency services agencies as needed.

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 law enforcement principles, practices, methods and equipment.
- Knowledge of the geography of the Town and location of important buildings.
- Knowledge of the application of information technology to the work.
- Some knowledge of scientific criminal detection and identification methods.
- Skill in the use of firearms and other equipment and in the application of self-defense tactics.
- Skill in collaborative conflict resolution.
- Ability to deal courteously but firmly with the public.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action in routine and emergency situations, with due regard to surrounding hazards and circumstances.
- Ability to communicate clearly over radio and other technology.
- Ability to understand and carry out oral and written instructions and to prepare clear and concise reports.
- Ability to present effective court testimony.
- Ability to establish 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 to heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 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.

Special Requirements:

- Possession of a valid North Carolina driver's license.
- Possession of a Basic Law Enforcement Certificate issued by the State of North Carolina.

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 completed job questionnaire which can give further details about that one 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 decisions.