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 designed to partner with the public to prevent and detect crime, address traffic safety issues, and respond to the needs of citizens. Work includes patrolling the town during an assigned rotating 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 may also assist in the investigation of crimes committed in the town. Work also involves frequent public contact which requires exercising collaboration, conflict management, situation control, and decisiveness. The public contact functions also include development and maintenance of rapport with citizens and visitors. Employees must exercise judgment, initiative and calm control when performing duties, and are sometimes the only law enforcement officer on duty; more difficult problems are normally carried out under the direction of or in conjunction with a shift supervisor. Employees may carry special assignments based on needs and training.

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. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws and department procedures, and use of 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; 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; provides preliminary medical assistance until advanced rescue crews arrive; assists with loading and transport; operates RADAR and Intoxometer.

Performs initial investigations of accidents or possible crimes through observation, questioning witnesses, and collecting and preserving physical evidence; performs investigative tasks, arrests and processes criminal suspects;

Apprehends and processes criminal suspects and transports to detention facilities; testifies in court in cases presented.

Operates a two-way radio to receive instructions and information from or to report information to police headquarters; uses computer to prepare records and reports of activities.

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

Gives information and directions to visitors and the general public.

Additional Job Duties

With appropriate training, may carry specialized departmental assignments such as Field Training Officer or Administrative Officer; completes appropriate records and reports.

Attends training to broaden knowledge and skills and to maintain certifications.

Maintains vehicle, weapons and other equipment in standards working order.

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 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.

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 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, and kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20-50 pounds frequently and 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, and to use a computer.

Desirable Experience and Education

Graduation from high school and 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 driver's license and have completed at least the minimum requirements established by the NC Training and Standards Commission for certified law enforcement officers. RADAR, Intoxometer and DCI certifications within timeframes specified by the Town.