

POLICE OFFICER

General Statement of Duties

Performs responsible 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. Work includes patrolling the town 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. 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 the usual hazards of law enforcement work. Work is performed under the general supervision of a higher ranking Police official; however, since the supervisor normally works a different shift, work must be performed independently. Work is evaluated through observation, review of reports, and discussion concerning how particular incidents or activities were handled.

Illustrative Examples of Work

- Patrols streets in different parts of the town using 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.
- 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 citations; directs traffic and participates in other emergency operation activities during evacuation or other emergencies.
- Performs investigations of accidents or possible crimes through observation, questioning witnesses, gathering physical evidence and presents findings in court.
- Issues citations for violation of traffic regulations, serves warrants; apprehends and processes criminal suspects; gives advice on laws and ordinances to the public.
- May operate chemical breath analysis machine and speed detection devices.
- Regulates and directs vehicular traffic at busy times or when traffic signals malfunction or accidents require; maintains order at public gatherings; accompanies persons transporting large sums of money or other valuables to provide protection.
- Operates a two-way radio to receive instructions and information from or to report information to police headquarters.
- Prepares records and reports of activities.
- Testifies in court concerning cases or investigations.
- Performs other duties as required.

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.
- Considerable knowledge of buildings and streets within the town.
- 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 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.

Desirable Education and Experience

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

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 Criminal Justice Training and Standards Council for certified law enforcement officers.

**INEXPERIENCED LAW ENFORCEMENT OFFICER
ESSENTIAL JOB FUNCTIONS**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.

13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of an inexperienced law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

PERSONAL CHARACTERISTICS

Since law enforcement officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.

Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment; or, these factors might be a consideration in the hiring

process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.