

POLICE OFFICER

GENERAL STATEMENT OF DUTIES: Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances. Performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: A Police Officer is responsible for the protection of life and property, prevention of crime, apprehension of criminals, direction of vehicular and pedestrian traffic, general enforcement of laws and ordinances in a designated area on an assigned shift.

The work of a Police Officer is performed in accordance with departmental rules and regulations, and normally consists of routine patrol, preliminary investigations and traffic regulation duties that may be performed in cruiser cars, motorcycles or on foot.

The work of a Police Officer involves an element of personal danger, and the employee must be able to act without direct supervision and must be able to exercise independent discretion in meeting emergencies. Assignments and general special instructions are received from supervising officers who review work methods and results through personal inspections, reports and discussions.

ESSENTIAL JOB FUNCTIONS:

- The person holding the position must be able to perform all of the following job functions, unassisted and at a pace and level of performance consistent with actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength.
- Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and resorts to the use of hands, feet, and other approved weapons in self-defense.
- Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercises 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.
- Operates a law enforcement vehicle during both day and night, in emergency situations involving speeds in excess of posted limits in congested traffic and unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gathers information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- Pursues fleeing suspects and performs rescue operations which may involve quickly entering and exiting the law enforcement patrol vehicle; lifting, carrying, and dragging heavy objects; climbing over and pulling 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.

Police Officer (continued)

- Loads, unloads, aims and fires from a variety of 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.

- Performs 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 persons and vehicles.
- Conducts visual and audio surveillance for extended periods of time.
- Engages in law enforcement patrol functions that include working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure that they are secure.
- Effectively communicates with the public, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrates communications skills in court and other formal settings.
- Detects and collects evidence and substances that provide the basis of criminal offenses and infractions that indicate the presence of dangerous conditions.
- Endures verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Performs 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.
- Processes and transports prisoners and mental patients using handcuffs and other appropriate restraints.
- Puts on and operates gas masks in situation where chemical munitions are being deployed.
- Extinguishes small fires by using a fire extinguisher and other appropriate means.
- Reads and comprehends legal and non-legal documents, including preparation and processing of such document as citations, affidavits, and warrants.
- Processes arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
- Stays abreast of procedural changes and innovations.
- Works with and assists neighboring jurisdictions.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position requires the employee to exert up to 50 pounds of force occasionally, and less force frequently. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures, operate a computer, visually inspect and detect small defects in equipment, use measuring devices, and do extensive reading. This employee is subject to indoor and outdoor environmental conditions throughout the year. An employee in this position could be “reasonably anticipated” as a result of performing their job duties to encounter contact with blood and other potentially infectious materials.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Specific knowledge of modern approved principles, practices, and procedures of police work; specific knowledge of State Laws and Town Ordinances; knowledge of the geography of Town and the location of important landmarks; ability to understand and carry out both oral and written instructions; skill in the use of firearms; ability to deal courteously yet firmly with the general public; ability to establish harmonious relationships with the public as well as with members of neighboring agencies; ability to react quickly and calmly in emergency conditions; courage, integrity, and emotional stability; sufficient physical strength and agility to perform essential job functions.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of high school supplemented by Basic Law Enforcement Training, justice or related subject; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must possess a law enforcement certificate from the North Carolina Department of Justice. Must possess a valid North Carolina Driver's License. Must maintain a minimum of forty hours of in-service training annually.