

General Statement of Duties

Performs general duty police work to protect life and property within the Town.

Distinguishing Features of the Class

Employees in this class perform a full range of general police duties including law enforcement, patrol, investigations, traffic enforcement, and special assignments. Work includes patrolling the Town in a police car, on foot, or by other means; preventing, detecting, investigating, and reporting disturbances, crimes, traffic accidents, and other incidents; helping victims; assisting citizens; controlling traffic; apprehending offenders; testifying in court; and performing a wide variety of other assignments. Employees must exercise judgment, initiative and calm control when performing duties. More difficult problems may or may not be carried out under the direction of or in conjunction with a Police Sergeant or Police Lieutenant.

Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental directives and state and federal law, supplemented by specific directions from superior officers. Work is often performed under stressful and emergency conditions and frequently involves personal hazards. Police officers may at times have to make life or death decision in fractions of a second. The employees are subject to hazards associated with police work including working in both inside and outside environments and are subject to exposure to various hazards such as atmospheric conditions, noise, vibration, and other physical hazards. Employees are also exposed to blood-borne pathogens and may be required to work in close quarters. Work is performed under the loose supervision of a Police Sergeant and Police Lieutenant and is evaluated through observation, review of reports, and discussion concerning how particular incidents or activities were handled.

Duties and Responsibilities

- Patrol streets in a police car, on foot, or by other means in an attempt to detect or prevent crime, violations of the traffic code, or breaches of the peace.
- Recover lost or stolen property.
- Remedy or report unsafe conditions or damaged property.
- Enforce federal and state laws and county and Town ordinances.
- Respond to complaints and calls for assistance.
- Respond to disputes, disturbances and reports of suspicious persons or activities, determine the nature of the situation, and take whatever legal or persuasive action is warranted.
- Investigate traffic accidents, issue traffic citations, direct traffic and conduct traffic and parking studies.
- Participate in emergency operations.
- Investigate and report crimes and other incidents by questioning victims, witnesses, suspects, and others; gathering information and evidence; surveillance; and use of informants.
- Arrest and processes criminals.

- Advise the public on laws and ordinances, speak to groups on police, criminal justice, or community matters, and promote good community relations.
- Operate a two-way radio.
- May operate electronic speed measuring equipment and/or chemical breath analysis instruments.
- Maintain records and prepare reports.
- Prepare cases for court and work closely with prosecutors.
- Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of state and federal laws, local ordinances and policies and directives of the police department, especially relating to arrest, search and seizure, and traffic control.
- Some knowledge of law enforcement principles, practices, methods, and equipment.
- Considerable 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 reports.
- Ability to build and maintain cooperative and effective relations with the community.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, grasping, feeling, talking, hearing, and performing repetitive motions.
- Must possess the visual acuity to perform extensive reading and computer work.
- Must have normal depth and color perception.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things while on patrol.
- Must meet the criteria for ADDITIONAL ESSENTIAL JOB FUNCTION FOR ALL SWORN POLICE OFFICERS as recommended by the North Carolina Criminal Justice Education and Training and Standards Commission.

Special Requirements

Before assignment to sworn duties, employees must have completed requirements established by the North Carolina Criminal Justice Education and Training and Standards Commission for certified law enforcement officers.