

JOB TITLE: Police Officer - I

DEPARTMENT: Police

JOB SUMMARY: This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES:

- o Patrols corporate limits of Town to detect and deter criminal activity, traffic violations, and violations of Town ordinances.
- o Responds to emergency and non-emergency calls, including alarms, animal complaints, juvenile complaints, larcenies, loud noise complaints, domestic disputes, assaults, burglaries, disorderly conduct, traffic accidents, missing persons and runaways, suspicious persons or vehicles, Town ordinance violations, traffic accidents, vandalism, welfare checks, stranded motorists, and others.
- o Serves orders and arrest warrants, criminal summons, and subpoenas; prepares and executes search warrants.
- o Investigates traffic accidents and completes appropriate reports.
- o Issues State and Town citations and warnings.
- o Secures crime scenes; photographs, collects, and processes physical evidence; conducts interviews of suspects, victims and witnesses; prepares reports; confers with District Attorney and other agencies during the course of an investigation; testifies in court proceedings; enters and receives data on computers pertaining to criminal or service related matters.
- o May conduct follow-up investigations in appropriate cases.
- o Assists other agencies with medical emergencies, mutual aid requests, traffic direction, and other matters; utilizes Automatic External Defibrillator or CPR when necessary during medical emergencies.
- o Removes debris or other obstacles from roadway that may impede the normal flow of traffic.
- o Cleans, maintains, and inspects all assigned equipment.
- o Prepares daily logs; attends department meetings and training sessions; completes monthly activity reports with comparative statistics.
- o Performs other related duties as assigned.

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KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, town ordinances, and department policies and procedures.
- o Knowledge of general law enforcement principles and practices, including arrests and search and seizure and those pertaining to juveniles.
- o Knowledge of the geography and boundaries of the town.
- o Knowledge of first aid and CPR, including the use of the Automatic External Defibrillator.
- o Knowledge of the court system and procedures.
- o Skill in the use of fingerprint equipment, cameras, intoximeter, and police radar.
- o Skill in preparing reports.
- o Skill in operating police vehicles, firearms, and emergency equipment.
- o Skill in restraining persons without causing physical harm.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Police Chief or Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws, traffic laws, local ordinances, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in law enforcement. The variety of job duties and emergency situations contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to respond to requests for police services on an assigned shift. Successful performance ensures the efficient and effective delivery of police services.

PERSONAL CONTACTS: Contacts are typically with co-workers, court personnel, attorneys, judges, medical personnel, members of the general public, and law enforcement officers from other agencies.

PURPOSE OF CONTACTS: Contacts are typically to gather or exchange information and provide services.

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PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, running, bending, crouching, or stooping. The employee frequently lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Ability to meet current requirements set forth by, the Police Standards and Training Council for the State of North Carolina.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

Name

Date