

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. Work involves frequent public contact that requires exercising collaboration, conflict management, situation control, and decisiveness. The public contact functions also include development and maintenance of rapport with citizens and community leaders. Employees must exercise judgment, initiative and calm control when performing duties. 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, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and 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; may maintain surveillance and observation for stolen cars, missing persons, or suspects; detects unusual conditions, reports dangerous or defective streets, sidewalks, traffic lights, street lights, overgrown lots, wrecked or junked vehicles 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; conducts traffic stops; issues traffic citations; directs traffic and participates in other emergency operation activities; assists stranded motorists; gives information and directions to visitors and the general public; regulates and directs vehicular traffic at busy times at local schools and when traffic signal malfunctions or accidents requires

Performs investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects; presents findings in court.

Issues citations for violation of traffic regulations, serves warrants; apprehends and processes criminal suspects and transports to magistrate and/or County detention facilities.

Performs funeral escorts and other special assignments.

Operates a two-way radio to receive instructions and information or to report information to police headquarters; maintains vehicle, weapons and other equipment in standards working order.

Prepares records and reports of activities, including entering data into in-car laptop computer.

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

Attends training to increase skills and maintain certifications.
Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Working to 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 to considerable knowledge of law enforcement principles, practices, methods and equipment; 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.

Working knowledge and skill in utilizing personal computers and word processing, spreadsheet and/or other software as required by the Town.

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, 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, to perform visual inspections, to distinguish details and differences when observing people, places, or things on patrol, to maintain records and document findings, to use a computer, and to use measuring devices.

Desirable Experience and Education

Graduation from high school and completion of basic law enforcement training and some experience preferred; 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 Justice Training and Standards Commission for certified law enforcement officers.

Town of Bunn
2012

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel