

## POLICE OFFICER I

Grade: 16

### General Statement of Duties

FLSA Status: Non Exempt

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. Employees may also assist in the investigation of crimes committed in the town. Work also involves frequent public contact which requires exercising collaboration, conflict management, situation control, and decisiveness. The public contact functions also include development and maintenance of rapport with visitors and citizens, business owners, and community leaders. Employees must exercise judgment, initiative and calm control when performing duties, and are sometimes the only law enforcement officer on duty; more difficult problems are normally carried out under the direction of or in conjunction with a supervisor.

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, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws and department procedures, and use of proper judgment.

### Duties and Responsibilities

#### Essential Duties and Tasks

Patrols streets in a police car or on foot; checks doors and windows; checks in with and talks to business owners or employees during the shift; checks schools and other properties during the shift; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, 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; issues traffic citation; directs traffic and participates in other emergency operation activities; provides preliminary medical assistance until advanced rescue crews arrive; assist s with loading and transport.

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

Testifies in court in cases presented.

Apprehends and processes criminal suspects and transports to detention facilities.

Uses radio and cellphone to receive instructions and information from or to report information to police headquarters.

Logs time and field activities; uses headquarters computer to prepares records and reports of arrests and other shift activities.

Advises the public on laws and local ordinances; serves papers as needed.  
Performs security checks on town property; escorts staff on bank deposits.

#### Additional Job Duties

Attends training to broaden knowledge and skills and to maintain certifications.  
Maintains vehicle, weapons and other equipment in standards working order.  
Gives information and directions to visitors and the general public.  
Assists with emergency response activities such as evacuations and clean-up activities.  
Performs related duties as required.

#### Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

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 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 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, 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 and distinguish details and differences when observing people, places, or things on patrol, and to use a computer.

##### Desirable Experience and Education

Graduation from high school and possession of a Basic Law Enforcement Certificate; or an equivalent combination of education and 0-1 year 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.