

Police Officer

General Statement of Duties

Performs routine law enforcement work patrolling the city, responding to calls for service, and performing routine investigations.

Distinguishing Features of the Class

An employee in this class is responsible for performing general duty law enforcement work for the field operations bureau of the city's police department. Work includes routine patrol, traffic accident and criminal investigation, police vehicle maintenance, serving criminal papers, traffic law enforcement, and responding to domestic disputes. This employee is highly visible in crime areas, and must be aggressive in preventing crime. This employee must have the ability to develop a positive public image. Tact and firmness, sound judgment, and a positive attitude are required. Employee is subject to the usual hazards of law enforcement work. Work is performed under the immediate supervision of a sergeant, and is evaluated for effectiveness, visibility, aggressiveness, and apprehensions. Work is reviewed by observation and review of written reports.

Illustrative Examples of Work

- Patrols areas in the community exhibiting both high and low crime incidents; meets and talks to people in the community about their safety and support; checks security of buildings and residences; apprehends and arrests offenders
- Investigates traffic accidents; uses measurement devices, eye witness accounts, and determines violations to be issued; assists motorists in the exchange of information; provides information to insurance companies regarding accidents
- Conducts pre-tour of duty inspections of police vehicle to ensure readiness with fuel, tire air pressure, and warning sirens and lights and all other support equipment is operational
- Serves criminal papers and warrants and subpoenas; locates people indicted for crimes; serves warrants, orders for arrest, and criminal summons
- Enforces speed limits by active patrol and monitoring heavy speeding areas for visibility
- Tracks people violating traffic laws, vehicle registrations and inspections laws, and other traffic offenses
- Conducts criminal investigations by gathering information, processing crime scenes, and interviewing witnesses
- Responds to domestic situations; attempts to resolve conflict by recommending solutions

Knowledge, Skills, and Abilities

- Some knowledge of modern law enforcement principles, practices, and procedures
- Some knowledge of departmental standard operating policies and procedures, and federal, state, and local laws and ordinances
- Some knowledge of practices, materials, techniques, and equipment pertinent to job assignment
- Skill in the use of firearms and other authorized law enforcement equipment
- Ability and willingness to act quickly and properly in emergency situations
- Ability and willingness to establish and maintain effective working relationships with

superiors, subordinates, and the general public

- Ability to express thoughts clearly both orally and in written reports

Physical Requirements

Work in this position is medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Employee must have the visual acuity to prepare and analyze data and figures, operate a computer terminal, and perform extensive reading. Employee may also be required to use sufficient physical force to subdue or restrain persons including the use of lethal force.

Working Conditions

Employee is exposed to inside and outside working conditions. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level; hazards including proximity to moving equipment; and atmospheric conditions which may affect the respiratory system. Work environment often includes persons with criminal records with little to no respect for law enforcement. Precautions are required to minimize their exposure to blood-borne pathogens, communicable diseases, and bodily harm.

Education and Experience

Graduation from high school or GED equivalency; some experience in law enforcement work is desired as is an Associate's degree in Criminal Justice.

Special Requirements

- Valid North Carolina Drivers License (for entry into class)
- Certification for radar and breathalyzer/intoxilyzer (required after appointment)
- Must obtain (and maintain) Basic Law Enforcement Certification (BLET) as a law enforcement officer by the North Carolina Criminal Justice Standards Commission (required to be continuously employed)

FLSA Status: Nonexempt

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.