POLICE OFFICER

DEPARTMENT: Police Department	**REPORTS TO:** Chief of Police/Lt/Sgt	
POSITION TYPE: Full-time	**RANGE:**	**FLSA STATUS:** Non-Exempt

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

General Description: Performs responsible protective service work involving a variety of general or support duty police assignments; does related work as required. Work is performed under regular supervision. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

Essential Functions:

- Patrolling Town, responding to service requests; enforcing laws and ordinances; making arrests; testifying in court; preparing records and files;
- On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order;
- Responds to radio dispatches and answers calls and complaints; operates mobile data terminal;
- Issues citations for traffic violations;
- Serves warrants and makes arrests; testifies in court;
- Provides police escorts; directs traffic; performs residential and commercial checks;
- Fills out arrest records;
- Investigates traffic accidents; prepares reports and facilitates information exchange;
- Reports unsafe conditions existing in street or other public facilities;
- Ensures vehicle properly maintained;
- Participates in a variety of in-service and special training programs;
- Prepares detailed reports on activities and assignments;
- May be assigned to training officer, investigations, crime prevention, traffic enforcement, DARE, K-9, housing authority, etc.;
- Performs related tasks as required.

Knowledge, Skills and Abilities: General knowledge of police methods, practices and procedures; general knowledge of the geography of the City and location of important buildings; general knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surround hazards and circumstances; skill in the use of firearms and the operation of motor vehicles; ability to establish and maintain effective working relationships with associates.

Education and Experience: Any combination of education and experience equivalent to graduation from high school.

Physical Requirements: This is heavy work requiring the exertion of 175 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing walking, pushing, pulling, lifting, use of fingers, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small

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defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements: Possession of an appropriate driver's license valid in the State of North Carolina. Possession of BLET certification. Must meet and maintain all minimum state and local training and education requirements for position.

BENEFITS: 5% 401k Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance and more.

DEADLINE: Open Until Filled

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