



Police Officer

DEPARTMENT: POLICE DEPARTMENT REPORTS TO: POLICE SERGEANT

SNAPSHOT. Performs general duty law enforcement work to protect life and property in the City of Creedmoor.

DISTINGUISHING FEATURES OF THE CLASS. An employee in this class performs a full range of general law enforcement duties. Work includes patrolling the City during an assigned shift in a police car or on foot; preventing, detecting, and investigating disturbances and crime; performing traffic control work; apprehending suspects; performing community policing; and executing related assignments. Employees must exercise judgment, initiative, and calm control when performing duties; more difficult problems are normally carried out under the direction of or in conjunction with a Police Lieutenant or Sergeant. Work involves frequent public contact which requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from supervising 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 evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and proper judgment.

DUTIES & RESPONSIBILITIES.

- Patrols streets in a police car or on foot; checks doors and windows; examines premises of unoccupied residences or buildings; meets store owners and staff and discusses crime prevention methods; 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.
- 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.
- Regulates and directs vehicular traffic at busy times at local schools and when traffic signal malfunctions or accidents require.
- Operates a two-way radio to receive instructions and information from or to report information to police headquarters; maintains vehicle, weapons and other equipment in standards working order.

- Prepares records and reports of law enforcement activities.
- Advises the public on laws and local ordinances; serves papers as needed.
- Participates in Senior reassurance checks.
- Operates mobile data terminals to obtain vehicle and driver information.
- Assists stranded motorists; gives information and directions to visitors and the general public.
- May serve as Community Police Officer or K-9 Officer.
- Performs other duties as assigned.

Note: This listing is intended only to illustrate the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RECRUITMENT & SELECTION GUIDELINES.

Knowledge, Skills & 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.
- Some knowledge of the application of information technology to law enforcement work and records.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Skill in collaborative conflict resolution.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms. Ability to prepare clear and concise activity reports.
- Ability to present effective court testimony.
- 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 public officials.
- Ability to operate all assigned equipment and weapons.

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 work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly.

- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Education & Experience.

- Graduation from high school and completion of basic law enforcement training; 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.

ADDITIONAL REQUIREMENTS. Employee may be called upon in case of a disaster, either natural or man-made, to serve the citizens of Creedmoor. Failure to serve when required may result in personnel action being taken. Service during a disaster may also result in the assignment of other duties, which will take precedence over duties described in this job description.

FLSA STATUS. Non-Exempt.