

## **POLICE OFFICER- PATROL (PART-TIME)**

### **Nature of work & general statement of duties**

An employee in this class is responsible for enforcing state statutes and municipal ordinances to protect and serve the town. Patrolling town to maintain order, prevent crimes, and protect life and property. Responding to calls for service, conducting preliminary and follow up investigations through interviews and gathering and securing of evidence and attending court. Work is performed in accordance with departmental policy and state and federal law. Work requires the application of advanced law enforcement knowledge and skill; extensive application of independent judgement and initiative; and ability to exercise sound judgement in emergency and unusual situations. Must use tact and professionalism at all times when encountering the public. Work is performed under the general supervision of the Chief of Police.

### **Illustrative examples of work**

- Patrolling the Town during an assigned shift in a vehicle, on foot or by other means; preventing, detecting, and investigating disturbances and crime.
- 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.
- Operates a two-way radio to receive instructions and information from or to report information to headquarters; maintains vehicle, weapons and other equipment in standard working order.
- Prepares detailed records and reports of activities using prescribed methods.
- Assists other law enforcement and emergency agencies in controlling emergency situations.
- Operates radar units to detect speed, investigates accidents and performs other traffic control work.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Comprehensive knowledge of modern laws, principles, practices, methods, rules, and regulations relating criminal justice and law enforcement.
- Comprehensive knowledge of related Town policies and ordinances, state and federal laws and regulation, and policies of the Department.
- Ability to meet and deal courteously with the public, exhibiting extraordinary professionalism and customer service skills.
- Ability to work collaboratively as part of a team, demonstrating effective communication skills.
- Knowledge of occupational hazards and proper safety precautions involved in general law enforcement operations including but not limited to skill in the use of firearms and other police equipment and in self-defense tactics.

- Ability to establish and maintain effective working relationships with superiors and peers and deal effectively with the public.

### **Physical requirements**

Must be able to perform heavy work and exert up to 100 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, crouching, reaching, standing, walking, pushing, and lifting; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken work levels.; visual acuity is required for visual inspection, operation of machines and computer, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to hazards in law enforcement work including working in both inside and outside environmental conditions, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, blood borne pathogens, hazardous spills with fumes, oils, gases, or flammable liquids, and is required to wear specialized personal protective equipment.

### **Minimum Requirements**

Requires a minimum education of a High School Diploma or adult education equivalent and completion of North Carolina Basic Law Enforcement Training. Must meet the requirements to be certified as a law enforcement officer in the state of North Carolina through possession of current basic law enforcement certificate issued by the NC Criminal Justice Education Training and Standards Commission. Possession of a valid NC driver's license with the ability to be covered under the Town's liability insurance plan. Willingness to obtain additional certifications and training, as determined by Chief of Police, is required.