



## Sparta Police Job Description

**Job Title:** Police Officer

**Department:** Police

**Supervisor:** Patrol Sergeant/Captain

**FLSA Status:** Non-Exempt

**Prepared**

**Date:**12/10/24

**Approved By:**

**Chief L. Terry**

**Approved Date: 12/10/2024**

### Summary

Enforces laws related to the protection of life and property, directs and controls traffic, prevents crime or disturbance of peace, and arrests violators by performing the following duties.

**Essential Duties and Responsibilities** include the following.

Other duties may be assigned.

Patrols assigned area on foot, or in patrol car, to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.

Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.

Familiarizes self with the Town and with persons living in area.

Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.

Locates, searches, detains, and arrests law violators, following recognized police procedures.

Interviews and questions victims, witnesses, and suspects. Gathers and preserves evidence.

Performs first aid and provides other assistance to accident and other victims.

Investigates causes and results of accidents. Directs and controls traffic.

Issues written citations for traffic and other minor violations.

Operates police communication and computer equipment to obtain, disseminate, and report information.

Attends community meetings to discuss crime prevention activities and crime problems.

Writes detailed incident, investigation, activity, and other reports.

Testifies in court to present evidence by describing conditions, situations, and actions.

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Testifies in court to present evidence by describing conditions, situations, and actions.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data.

Continuous Learning - Seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; keeps abreast of current developments; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Conflict Resolution - Confronts difficult situations; maintains objectivity; keeps emotions under control.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; supports organization's goals and values; supports affirmative action and respects diversity.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning

for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Uses time efficiently; sets goals and objectives; organizes or schedules other people and their tasks.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Safety and Security - Determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); BLET Certificate. Must meet all minimum standards set forth in the NC Administrative Code as outlined in 12 NCAC 098.0101 and 12 NCAC 098.0111.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.



## **Certificates, Licenses, Registrations**

### Basic Law Enforcement Training Certification

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions and extreme heat. The employee is frequently exposed to wet and/ or humid conditions; moving mechanical parts; risk of electrical shock and vibration.

The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; explosives and risk of radiation. The noise level in the work environment is usually moderate.

Interested persons should submit a Town of Sparta application and NC Justice Training and Standards Commission F-3 Personal Information History Form to the Human Resources Department, ([pchoate@townofsparta.org](mailto:pchoate@townofsparta.org)).

Salary range \$40,500.00-\$50,500.00