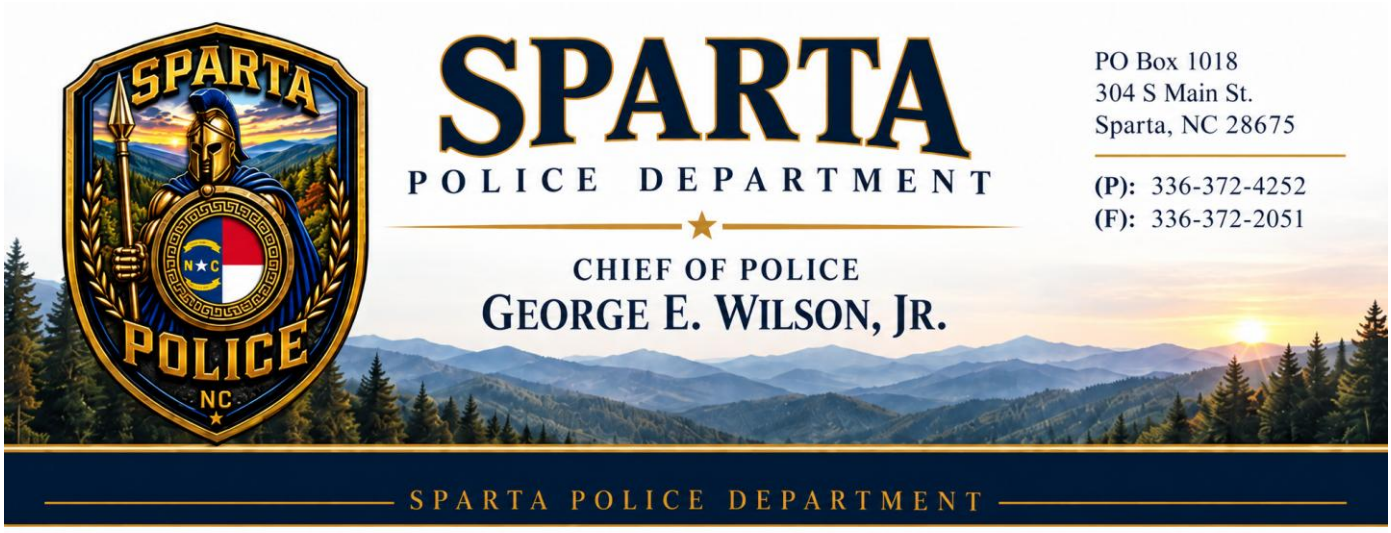


POLICE OFFICER

JOB DESCRIPTION

Position Purpose

Performs responsible general-duty law enforcement work to protect life and property, preserve the peace, enforce federal and state laws and Town ordinances, respond to calls for service, investigate criminal and traffic matters, assist victims, apprehend offenders, and build constructive relationships with the community. The position requires sound judgment, initiative, professionalism, tact, and calm decision-making under routine, stressful, and emergency conditions.

- Exercises independent judgment within applicable law, Department policy, training, and supervisory direction.
- Works with frequent public contact requiring professionalism, de-escalation skills, cultural awareness, empathy, and the ability to communicate clearly under difficult circumstances.
- Performs duties that may involve significant personal risk, rapidly changing conditions, exposure to traumatic events, and work in varied weather and environmental conditions.
- May be assigned to patrol, traffic, assist with investigations, assigned to special events, training functions, or other law enforcement responsibilities based on Department needs.

Essential Duties and Responsibilities

- Responds to calls for service, emergencies, complaints, domestic disturbances, suspicious activity, crimes in progress, traffic crashes, alarms, welfare checks, and other requests for police assistance; determines the nature of the incident and takes appropriate lawful action.
- Prevents, detects, and investigates criminal activity; conducts preliminary and follow-up investigations; interviews victims, witnesses, complainants, and suspects; develops information and documents investigative findings.
- Enforces state laws and Town ordinances; lawfully detain, searches, arrests, and processes offenders; serves criminal process and other legal documents as authorized.
- Locates, identifies, collects, photographs, documents, and submits physical and digital evidence while maintaining proper chain of custody.
- Conducts traffic enforcement; investigates motor-vehicle crashes; directs traffic; issues citations and warnings; assists motorists; and performs traffic-control functions during emergencies and special events.
- Prepares complete, accurate, timely, and professional incident, arrest, crash, supplemental, investigative, and administrative reports using Department records management and computer systems.
- Provides testimony in court and assists with case preparation by organizing reports, evidence, photographs, recordings, and other documentation as required.

- Operates and properly maintains Department vehicles, firearms, body-worn cameras, radios, computers, less-lethal equipment, and other issued equipment in accordance with policy and training.
- Assists other law-enforcement, fire, EMS, emergency-management, social-service, and public-safety agencies during routine operations, critical incidents, searches, disasters, and other mutual-aid events.
- Engages in community policing, problem-solving, crime prevention, public education, and relationship-building activities with residents, businesses, schools, visitors, and community organizations.
- Recognizes situations involving vulnerable persons, children, domestic violence, mental-health crises, substance-related emergencies, and other high-risk circumstances and responds in accordance with law, policy, training, and available resources.
- Maintains required certifications, attends assigned training, stays current on legal updates and Department policy, and demonstrates proficiency with required equipment and skills.
- Performs other related law enforcement duties and special assignments as directed.

Knowledge, Skills and Abilities

- Working knowledge of federal and North Carolina criminal, traffic, and constitutional law; Town ordinances; search and seizure; arrest authority; use of force; due process; and rules governing the collection and preservation of evidence.
- Working knowledge of modern law enforcement principles, investigative methods, crime-scene practices, report writing, case preparation, traffic enforcement, community policing, and officer safety practices.
- Ability to rapidly assess situations, identify legal and safety issues, solve problems, exercise sound judgment, and select reasonable courses of action in routine and emergency circumstances.
- Ability to communicate effectively and professionally, both orally and in writing, including interviewing, de-escalation, conflict resolution, public interaction, report writing, and courtroom testimony.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, prosecutors, courts, partner agencies, victims, witnesses, suspects, and members of the public.
- Skill in the safe use of firearms, emergency equipment, police vehicles, defensive tactics, communications systems, computers, and other law enforcement equipment.
- Ability to maintain confidentiality, integrity, impartiality, composure, dependability, and ethical conduct consistent with the law enforcement oath and Department values.

Minimum Qualifications

- High school diploma or GED/equivalent.
- Must meet all minimum standards for appointment and certification as a law-enforcement officer established by the North Carolina Criminal Justice Education and Training Standards Commission.
- North Carolina Basic Law Enforcement Training (BLET) certification, current enrollment in BLET when permitted by the hiring process, or eligibility for certification/transfer as authorized by North Carolina standards.
- Valid North Carolina driver's license
- Ability to successfully complete the Town and Department hiring process, which includes background investigation, criminal-history review, driving-history review, drug screening, medical and psychological evaluation, and other lawful pre-employment requirements.
- Ability to maintain all certifications, training, physical readiness, and legal qualifications required for continued service as a sworn law enforcement officer.

Supervision and Accountability

This position generally has no regular supervisory responsibilities. The officer works under the supervision of a Patrol Sergeant, Captain, or other designated command officer. Work is evaluated through observation, review of reports and body-worn camera recordings when authorized, performance measures, training performance, adherence to law and policy, public service, judgment, initiative, teamwork, and accomplishment of assigned duties.

Physical Demands and Work Environment

Law-enforcement work requires the ability to perform the essential functions of a sworn police officer under routine and emergency conditions. Duties may require prolonged sitting, standing, walking, running, climbing, balancing, bending, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, carrying, restraining persons, operating vehicles and equipment, and using firearms and other police equipment. Officers may be exposed to extreme weather, traffic hazards, hostile or dangerous persons, blood or bodily fluids, hazardous materials, loud noise, traumatic events, infectious disease, and other hazards associated with law enforcement work. Reasonable accommodation will be considered in accordance with applicable law, provided the essential functions of the position can be performed safely and effectively.

Schedule and Availability

Police services operate continuously. Officers must be available for assigned shifts, nights, weekends, holidays, court appearances, training, overtime, emergency call-back, special events, and schedule changes as operational needs require.

Current Compensation and Recruitment Information

Salary Range: $41,500 - $63,937 *(FLSA NON-EXEMPT)*

Benefits

- Take-home vehicle, subject to Department policy and eligibility
- Employee health, dental, and vision insurance paid by the Town at no cost to the employee for employee-only coverage, subject to plan terms
- Paid holidays
- Matching 401(k) retirement benefit/contribution up to 5%
- Other Town benefits as provided by current personnel policy and benefit plans

Lateral Entry / Professional Development Incentives

Eligible incentives may be combined and are cumulative. The Chief of Police may award additional credit for relevant experience, specialized training, certifications, education, or other professional qualifications, subject to Town policy and budget authorization.

LAW ENFORCEMENT CERTIFICATIONS

ITEM	PAY INCREASE
Intermediate Law Enforcement Certification	**1%**
Advanced Law Enforcement Certification	**2%**
NCJA Leadership, Criminal Investigation, or Tactical Certificate Programs	**1%**

YEARS OF SERVICE

ITEM	PAY INCREASE
2 - 9 years	**2%**
10 - 19 years	**2%**
20 - 29 years	**2%**
30+ years	**2%**

SPECIALIZED TRAINING / ASSIGNMENTS

ITEM	PAY INCREASE
SFST / Intoxilyzer Operator / Radar (2 out of 3)	**2%**
NCJA Traffic Crash Investigation & Reconstruction	**2%**
Field Training Officer (FTO)	**2%**
General Instructor	**2%**

EDUCATION INCENTIVE

ITEM	PAY INCREASE
Associate Degree	**1%**
Bachelor's Degree	**2%**

ITEM	PAY INCREASE
Master's Degree	**3%**
Ph.D.	**4%**

- Beards permitted in accordance with Department grooming standards.
- Tattoos permitted in accordance with Department appearance policy.
- Outer carriers permitted/issued in accordance with Department uniform and equipment standards.
- Supportive small-town community environment.
- Lower call volume than many larger jurisdictions, while officers are expected to handle a broad range of calls and responsibilities.

Application Process

Interested applicants should send a completed Town of Sparta Employment Application along with their resume to the Human Resources Director, Peggy Choate. Applications are available on the Town website at www.townofsparta.org. We will prioritize applications received by November 24, 2026. The position remains open until filled.

Sparta Police Department
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PO Box 1018
Sparta, NC 28675
Phone: 336-372-4252 | Fax: 336-372-2051

Disclaimer: The above statements describe the general nature and scope of work for this role. They do not list all required responsibilities, duties, or skills. Employees may also be given additional tasks at any time.