

**TOWN OF WILSON'S MILLS
JOB DESCRIPTION FOR**

POLICE OFFICER

GENERAL STATEMENT OF DUTIES

A Police Officer performs entry level police duties that include answering calls for service, enforcement of laws and ordinances, preventive patrol, and follow-up investigations.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for a full range of general law enforcement duties to protect life and property through the enforcement of laws and ordinances. The duties include patrolling assigned areas, accident and crime scene investigations, collection and preservation of physical evidence, follow-up investigations, and special assignments for the purpose of the prevention of crime, apprehension of offenders and enforcement of laws and ordinances. A Police Officer must be able to act without direct supervision using independent judgment and discretion in emergency and non-emergency situations. Work involves extensive public contacts and situations of personal danger. A Police Officer must take initiative and have calm control when performing duties; more difficult situations are normally carried out under the direction of or in conjunction with a Patrol Sergeant assigned. Work involves frequent public contact which requires tact, firmness, decisiveness, and respect. Duties are performed in accordance with department and town policies, state and federal law, and departmental directives. A Police Officer works under the direct supervision of a Patrol Sergeant and is evaluated through observation, conferences, review of reports and feedback from citizens.

DUTIES & RESPONSIBILITIES

ESSENTIAL DUTIES AND TASKS

- Patrols streets in a police car or on foot; checks doors and windows; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; reports dangerous or defective street conditions, 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 warranted.
- Respond to emergency medical and fire calls to render assistance when needed; calls wreckers, rescue personnel, utility companies as necessary.
- Performs investigations of accidents or crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks; presents findings in court; may appear in court to provide information or testimony.
- Serves criminal summons, subpoenas, and warrants; arrests and processes criminal suspects and transports them to magistrate and/or County detention facilities
- Investigate traffic accidents; issues warnings and citations for violations of traffic regulations; utilizes radar to detect speed violations; uses standard field sobriety tests to determine impairment.

- Regulates and directs vehicular traffic during busy times at local schools and when traffic signals malfunction or accidents occur.
- Advises the public on laws and local ordinances.
- Assists stranded motorists; gives information and directions to visitors and the general public.
- Prepare records and reports of activities.
- Attends trainings and conferences to enhance skills and maintain law enforcement certifications.

ADDITIONAL JOB DUTIES

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of law enforcement techniques, principles, and procedures.
- Knowledge of federal, state, local laws and ordinances pertaining to law enforcement operations and investigative procedures.
- Knowledge of the physical, economic, and social characteristics of the Town.
- Knowledge of the geographical layout of the Town – streets, homes, businesses, buildings, etc.
- Knowledge of scientific crime detection and criminal identification methods and procedures.
- Knowledge of the application of information technology to the job.
- Skilled in the use of firearms and other police equipment as well as the application of self-defense tactics.
- Ability to work calmly under conditions of high stress and physical and emotional fatigue.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare clear and concise reporting records; communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with employees, supervisors, citizens, community leaders, and the public.
- Skilled in collaborative conflict resolution.
- Ability to display sound judgement, decisiveness, and situational control in emergency situations.
- Ability to work independently without close supervision and to work as a member of a team.
- Ability to present effective and credible courtroom testimony.
- Ability to build and maintain a positive image and cooperative and effective public relations with the citizens.

PHYSICAL REQUIREMENTS

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, reaching, standing, walking, typing, grasping, talking, seeing, hearing, and perform repetitive motions.

- Must be able to perform administrative and police work exerting up to 20 pounds of force occasionally, 10 pounds of force frequently or constantly to lift, carry, push, pull, or move objects.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to prepare and review a variety of records and reports.

DESIRABLE EDUCATION AND EXPERIENCE

- High School Diploma or GED
- Associate's degree in law enforcement, criminal justice, or a related field is a plus.
- Bachelor's degree in law enforcement, criminal justice, or a related field is a plus.
- Prior law enforcement experience is a plus.

SPECIAL REQUIREMENT

- Possession of a valid North Carolina driver's license.
- Completion of Basic Law Enforcement Training from accredited school in North Carolina.
- Possession of North Carolina General Law Enforcement certification awarded by the North Carolina Criminal Justice Education & Training Standards Commission.

Candidates must successfully complete a pre-determined hiring process in addition to a physical examination, motor vehicle record, drug screen, background investigation, etc.

SALARY GRADE: 16

\$23.6667 - \$35.5593 Hourly (\$51,688.26 – \$77,661.61 Annually)

FLSA STATUS: NON - EXEMPT