

## POLICE OFFICER - 7102

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate protective service work involving a variety of general or support duty police assignments; does related work as required. Much of the work is performed under emergency conditions and involves considerable personal hazard. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Enforcing laws; investigating crimes; controlling traffic; collecting evidence; preparing reports; issuing warrants and citations.

On an assigned shift, operates a patrol vehicle, bicycle or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order;

Investigates cases of criminal violations; questions witnesses; interviews suspects, witnesses and victims;

Obtains and serves warrants;

Gathers evidence; conducts surveillance; takes fingerprints; photographs crime scenes;

Develops information for purpose of gathering intelligence; meets with informants;

Maintains detailed records on cases;

Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.; helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents;

Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons, etc.; completes arrest records;

Makes arrests and testifies in court; prepares a variety of reports;

Provides police escorts, directs traffic; performs residential and commercial checks;

May be assigned to crime prevention, school resource, DARE or other technical or special support operation;

Performs related tasks as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of police methods, practices and procedures; general knowledge of the geography of the town and location of important buildings; general knowledge of the rules and regulations of the police department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobile; ability to establish and maintain effective relationship with associates and the general public.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some law enforcement experience.

### SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of Basic Law Enforcement certificate. Must meet and maintain all minimum training and experience requirements for position established by the department and the State of North Carolina.