

POLICE OFFICER

General Statement of Duties

Performs responsible law enforcement work to protect life and property in the Town.

Distinguishing Features of the Class

An employee in this class performs a full range of general law enforcement duties. Work includes patrolling the Town during an assigned shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; performing parking control; apprehending suspects; and executing related assignments. Work may also include assignment as a School Resource Officer (SRO). Employees must exercise judgment, initiative and calm control when performing duties. Work involves frequent public contact which requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees normally work on shifts and are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed under general supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and proper judgment.

Duties and 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 streets, 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 is warranted; responds to fire and emergency medical calls to assist first responders; responds to beach patrol needs.

Investigates traffic accidents; issues traffic citations; directs traffic and participates in other emergency operation activities; enforces parking regulations.

Performs investigations of possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks and secures crime scenes, arrests and processes criminal suspects; presents findings in court.

Serves warrants; apprehends and processes criminal suspects and transports to magistrate and/or County detention facilities.

Investigates alarms, noise and disturbances and trespassing calls for service; responds to narcotics overdoses, juvenile issues, and domestic disturbances.

Prepares records and reports of activities; enters into the records management system.

Regulates and directs vehicular traffic at busy times as needed.

Operates a two-way radio and/or a cell phone to receive instructions and information from or to report information to police headquarters; maintains vehicle, weapons and other equipment in standard working order; utilizes specialized law enforcement software for information and records production.

Advises the public on laws and local ordinances; performs business and house checks; assists stranded motorists; gives information and directions to visitors and the general public; assists fire and emergency medical staff with incident response; handles basic animal leash and nuisance issues; assists the public with emergency conditions; participates in storm preparation and mitigation as needed; serves papers as needed.

Establishes effective working relationships with businesses and citizens in assigned zone; participates in community activities, special events; and crime prevention programming.

May be assigned to work as an SRO at one or more schools; may teach DARE or other crime prevention and awareness programs; establishes trust and rapport with faculty, staff, students and teachers; provides and/or coordinates security for after school events; provides and/or coordinates traffic safety at the school; investigates crimes; coaches and mentors students; provides counseling to parents and others.

Additional Job Duties

May be assigned to boat patrol, bike patrol or other activities.

Performs funeral and bank deposit escorts.

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.

Considerable knowledge of the geographical layout of the Town.

Working knowledge of law enforcement principles, practices, methods and equipment.

Some knowledge of scientific crime detection and criminal identification methods and procedures.

Some knowledge of the application of information technology to the work.

Knowledge of SRO principles and practices and juvenile justice issues if assigned.

Skill in the use of firearms and other police equipment and in the application of self-defense and de-escalation tactics, teamwork and collaborative conflict resolution.

Ability to act with sound judgment in routine and emergency situations.

Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with citizens.

Ability to establish and maintain effective working relationships with coworkers, supervisors, court personnel and other public officials.

Physical Requirements

Must be able to physically perform the basic life functions of climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing and repetitive motions.

Must be able to perform heavy work exerting 100 pounds of force occasionally, and /or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move an object.

Must possess the visual acuity to operate a police vehicle and computer, distinguish details and differences when observing people, places, or things on patrol, take measurements and recognize colors and shapes for identification purposes.

Desirable Experience and Education

Graduation from high school and completion of basic law enforcement training; or an equivalent combination of education and experience.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Justice

Police Officer
Page 3

Training and Standards Commission for certified law enforcement officers.
May require SRO certification.

Beaufort
2022

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.