

TOWN OF SPENCER POLICE OFFICER

GENERAL STATEMENT OF DUTIES:

Performs law enforcement work patrolling the Town, responding to calls for service, and investigations of criminal activity.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs general duty law enforcement work in varied areas of the department. Work includes patrol, investigating traffic accidents, undercover task forces, investigating criminal activity, serving warrants, traffic law enforcement, responding to domestic disputes, animal control and other work applicable to law enforcement. Officers may also be assigned as a School Resource Officer in local public school system. Employees are highly visible in the community and exercises visible presence to prevent or abate crime. Employees must have the ability to develop a positive public image, display tact and firmness when interacting with criminal suspects or witnesses, apply reasoned and experienced judgment and discretion, and project a positive attitude. Work is performed under the immediate supervision of a Sergeant and is evaluated for effectiveness, visibility, compliance with standards, public support, and attainment of performance objectives.

ILLUSTRATIVE EXAMPLES OF WORK:

- Patrols community to engender their trust and support; checks security of buildings and residences; apprehends and arrests offenders
- Investigates traffic accidents; uses measurement devices, eyewitness accounts, and determines violations to be issued; assists motorists in the exchange of information; provides information to insurance companies regarding accidents; verifies vehicle registrations and ensures compliance with inspections laws
- Conducts pre-tour of duty inspections of vehicle and equipment to ensure readiness with fuel, tire air pressure, and warning sirens and lights and all other support equipment is operational
- Locates individuals indicted for crimes; serves warrants, summons, and subpoenas
- Enforces speed limits by active patrol and monitoring heavy speeding areas for visibility
- Maintains surveillance on individuals and groups; collects information on suspects families, friends, and acquaintances to build database of information for future reference or as evidence for criminal prosecution
- Conducts criminal investigations by gathering information, processing crime scenes, and interviewing witnesses; testifies in court as required
- Responds to domestic situations and recommends solutions to resolve conflicts
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern law enforcement principles, practices, and procedures
- Knowledge of departmental standard operating policies and procedures, and federal, state, and local laws and ordinances

- Knowledge of practices, materials, techniques, and equipment pertinent to job assignment
- Knowledge of human behavior characteristics
- Knowledge of effective oral and written communication techniques when interacting with individuals and groups
- Skill in the use of firearms and other authorized law enforcement equipment
- Ability to take charge of a situation requiring law enforcement; ability to determine if criminal acts have been committed and apprehend or arrest criminal suspects
- Ability establish rapport and maintain effective working relationships with superiors, subordinates, and the general public
- Ability to express thoughts clearly both orally and in written reports
- Ability to maintain a physical fitness sufficient to perform law enforcement work

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Work in this position is medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Employee must have the visual acuity to prepare and analyze data and figures, operate a computer terminal, and perform extensive reading. Employee may be required to use sufficient physical force to subdue or restrain persons including the use of lethal and deadly force. Employee must be able to maintain physical condition sufficient to perform assigned duties and responsibilities which may include running, walking, standing or sitting for extended periods of time; chasing and subduing fleeing subjects or individuals resisting arrest; crouching or crawling during emergency operations; moving equipment and injured or deceased persons, climbing stairs or ladders, performing lifesaving and rescue procedures, and operating assigned equipment including firearms and vehicles. Employee is exposed to inside and outside working conditions. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level; hazards including proximity to moving equipment; and atmospheric conditions which may affect the respiratory system. Work environment often includes persons with criminal records with little to no respect for law enforcement. Precautions are required to minimize their exposure to blood-borne pathogens, communicable diseases, and bodily harm.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalency; Basic Law Enforcement Training (BLET) and one-year experience in law enforcement work is required.* An Associate's or Bachelor's degree in Criminal Justice or related field is preferred.

**Qualified candidates who may enhance the diversity of the department may be considered for Police Officer Trainee and hired to attend BLET.*

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License
- Must maintain) Basic Law Enforcement Certification (BLET) as a law enforcement officer by the North Carolina Criminal Justice Education and Training Standards Commission (required to be continuously employed)

Disclaimer:

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to modify the duties assigned to this classification.