

# POLICE OFFICER

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Position Code: 2070  
WC Code: 7720  
FLSA Status: Non-Exempt  
Pay Grade: 350  
Location: Police  
Approval Date: 2017

## **General Statement of Duties**

An employee in this class contributes to the social and economic well being of our community by working in partnership with citizens to keep Mooresville a safe place to live and work while performing a full range of general law enforcement duties.

## **Distinguishing Features of the Class**

Work includes monitoring the environment and the behavior of individuals; preventing crime, detecting and investigating unusual circumstances, and responding to the needs of our community while patrolling the Town. An employee in this class must quickly and accurately perceive each situation, including the dangers and liabilities, apply related training, education, experience and principles, and exercise sound judgment in taking appropriate action. When time permits, more complex problems may be carried out under the direction of a supervisor or a Police Corporal. Work involves frequent public interaction requiring professionalism, tactfulness, fairness, decisiveness and cultural sensitivity. Work is performed in accordance with accepted law enforcement principles, departmental policy, local ordinances, state and federal law, and constitutional guarantees. An employee is subject to hazards associated with law enforcement work to include being assaulted, handling dangerous or emotionally distressed individuals, and exposure to dangerous traffic conditions. An employee is required to make a responsible judgment as to the use of force to be deployed in any given situation. An employee is also subject to environmental hazards such as exposure to loud noises, hazardous spills with fumes, oils, gases, or flammable liquids, extreme hot and cold weather, and infectious diseases. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under general supervision and is evaluated through infrequent observation, monitoring radio traffic, computer generated productivity reports, and review of written reports.

## **Duties and Responsibilities**

Patrolling the streets, observing, assessing, monitoring, analyzing and retaining information, in order to determine the need for police intervention while reducing crime and the fear of crime.

Responds and takes appropriate action on a wide range of calls for police service to include, but not limited to, calls for emergency assistance, crimes in progress, complaints of suspicious or criminal activity, domestic and neighborhood disputes, loud and disruptive behavior; concerns involving persons of diminished capacity, traffic accidents and congestion, and civil disputes.

Conducts investigations of traffic violations, traffic accidents and criminal activity through personal observations and interviews of victims witnesses, and suspects. Protects, photographs, diagrams, documents and collects physical evidence for presentation in court.

Issues citations, serves warrants, summons and subpoenas, and makes warrant less arrests. Operates the Automated Fingerprint Identification System and the Digital Image Capturing System, completes arrest reports, and documents the information, and testifies in suppression hearings, grand juries and trial courts.

Drives a patrol vehicle for up to 12 hours a day in routine situations and during emergencies while simultaneously operating police emergency equipment and a two-way radio to transmit and receive information. Operates a mobile data terminal while on patrol accessing Computer Aided Dispatch information, PISTOL's Records Management System, criminal warrants, driver license information and vehicle registration information. Maintains vehicle weapons and other equipment in standard working order.

Uses the appropriate level of force to de-escalate volatile situations or control agitated/hostile individuals. Subdues physically attacking persons or persons resisting arrest.

Regulates and directs vehicular and pedestrian traffic when needed. Conducts special targeted enforcement efforts to enforce seatbelt, alcohol, speed, or other laws; operates 800 Mhz Trunking radio system, radar and Intoxilyzer equipment.

Prepares records and reports of activities as required by policy or laws.

Serves as a DARE officer or a school resource officer performing specialized teaching, student interaction, after school activities, parental counseling, and participating in general school activities with teachers, principles, guidance counselors and other officials.

Completes mandatory state and federal in-service training.

Advises the public on laws and local ordinances; serves papers as needed.

Assists stranded motorists; gives information and directions to visitors and the general public,

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

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

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

Working knowledge of the National Incident Management System and Incident Command System.

Working knowledge of computers and mobile data terminals including the use of specified police computer programs.

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

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to engage in multiple tasks simultaneously.

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 build and maintain cooperative and effective public relations with the citizens. Ability to prepare clear and concise activity reports.

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

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of standing, walking, running, jumping, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 150 pounds of force occasionally; 20 pounds frequently, and 10 pounds constantly.

Must be able to perform essential duties while carrying up to 30 pounds of additional weight on a belt around the waist.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things on patrol and prepare and maintain records.

### **Minimum Experience and Education**

High School Diploma or GED and successful completion of basic law enforcement training (possession of a Basic Law Enforcement Certificate); 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, be a United States Citizen and have completed General Law Enforcement Certification requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.

Be of good moral character as determined by an extensive background investigation.

Must pass a written test, a written narrative, oral interview, job related physical abilities test, a psychological examination, medical evaluation and drug screening.

Must pass a Field Training Period of observation up to 3 months long.