



Police Officer

Department: Police Department

FLSA: Non-Exempt

Reports to: Sergeant

GENERAL DESCRIPTION

Performs responsible police work in the protection of life and property through the enforcement of laws and ordinances.

Positions involve patrolling of 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. Police officer must be able to act without the direct supervision using independent judgment and discretion in meeting emergency and non-emergency situations. Duties are performed in accordance with law and departmental directives. Work involves extensive public contacts and situations of personal danger. Work is performed under the regular supervision of a Sergeant.

ESSENTIAL JOB FUNCTIONS

Effect arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self defense

Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations

Exercise independent judgment in determining when there is reasonable suspicion to detain when probable cause exists to search and arrest and when force may be necessary and to what degree

Operates a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, snow and ice.

Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications

Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers

Pursues fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers

Loads, unloads, aims and fires from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards

Performs searches of people, vehicles, building and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons

Conducts visual and audio surveillance for extended periods of time

Engages in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure

Effectively communicates with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes

Demonstrates effective communication skills in court and other formal settings

Detects and collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions

Endures verbal and mental abuse when confronted with the hostile view and opinions of suspects and other people encountered in an antagonistic environment

Performs rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas

Processes and transports prisoners and committed mental patients using handcuffs and other appropriate restraints

Puts on and operates a gas mask in situations where chemical munitions are being deployed

Extinguishes small fires by using a fire extinguisher and appropriate means

Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants

Processes arrested suspects to include taking their photographs and obtaining legible inked fingerprint impressions

Performs related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge or the ability to acquire during reasonable period of training, knowledge of modern police practices and methods, applicable federal, state and local laws and ordinances, particularly the laws of arrest, search investigation; knowledge of the geography of the Town of Pineville, to include transportation routes, major buildings and residential areas; rules and directions of the Police Department and reporting procedures; ability to deal firmly and courteously with the public; ability to analyze situations quickly and objectively and to determine proper course of action to be taken; ability to react quickly and calmly during emergency situations; ability to obtain information through interviews and interrogation; ability to write and speak effectively; trainable in the use and care of firearms within a reasonable period of time; ability to exercise good judgment and emotional maturity under stressful conditions; ability to recognize potentially dangerous situations; ability to work long hours on rotating shifts with occasional overtime as required; ability to maintain the confidentiality of sensitive information.

EDUCATION AND EXPERIENCE

Must have a high school diploma or equivalent and graduated from a Basic Law Enforcement Training Program approved by North Carolina Criminal Justice Education and Training Standards Commission; prior law enforcement experience is preferred

ADDITIONAL REQUIREMENTS

Successful completion of departmental field training under the direction of a certified law enforcement field training officer

Must be at least 20 years or older at the time of employment

Must possess or be able to obtain at the time of hire a valid NC/SC driver's license

Must be a United States Citizen

Must be able to read, write and speak the English language

Must maintain a valid North Carolina Justice Education and Training Standards Commission law enforcement certification

Successful applicants must be able to perform ALL of the above functions, unassisted and at a pace and level of performance consistent with the actual job requirements.

Must be honest and exhibit good moral character

PHYSICAL REQUIREMENTS

Must be able to perform heavy work exerting up to 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 objects

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, visually inspect and detect small defects in equipment, use measuring devices and do extensive reading. Specific vision abilities required by this position include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

Must be able to work in environmental conditions that require both inside and outside work in all weather conditions

Must be able to work in conditions that are subject to contact with potentially infectious bodily fluids and materials

Must be mentally and physically able to competently perform all the essential job functions

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job and are not all inclusive.

Signed: _____

Print Name: _____

Date: _____