

TOWN OF CANTON, NORTH CAROLINA

CLASS DESCRIPTION

CLASS TITLE: POLICE OFFICER

Department: Police
Reporting To: Police Corporal
Direct Reports: None
FLSA Status: Non-Exempt
Last Updated On: November, 2015

GENERAL DESCRIPTION OF CLASS:

Under general supervision, performs general and specific law enforcement work associated with a fully certified police officer in accordance with the requirements established by the North Carolina Criminal Justice Education and Training Standards Commission; performs related work as required.

ESSENTIAL FUNCTIONS:

- Patrols (on foot or in a patrol vehicle) community in business and residential areas to deter and discover criminal activity.
- Engages in community-oriented policing practices such as visits with local merchants and neighborhood groups to prevent crimes.
- Issues traffic citations and parking tickets.
- Responds to and investigates traffic accidents.
- Answers calls and complaints involving automobile accidents, robberies, domestic disputes, animal problems, disabled motorists, breaking and entering, assault, and other misdemeanors and felonies.
- Assists in conducting criminal investigations by gathering information, processing crime scenes, and interviewing witnesses.
- Proactively identifies Town nuisance code violations and issues citations; reports infractions to Code Enforcement Officer.
- Arrests violators, commits arrest persons to jail, and presents testimony in court.
- Directs and regulates the movement of vehicular and pedestrian traffic at accident scenes, investigation scenes, work zones, and during special events.
- Locates individuals indicted for crimes; serves warrants and subpoenas.
- Escorts parades, funerals, and similar processions.
- Assists with fire and rescue calls.
- Writes reports.
- Maintains required physical fitness and required level of proficiency in the use of firearms.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of modern law enforcement practices and principals including crime detection and routine investigation, radio communications, and apprehension of criminals.

- Working knowledge of federal, state, and local laws pertaining to law enforcement work.
- Working knowledge of the locations of streets, roads, highways and the geography and socioeconomic characteristics of the Town.
- Working knowledge of the content and purpose of legal papers and the practices involved in serving them.
- Knowledge of laws and ordinances related to arrest, search and seizure, and traffic enforcement.
- Ability to operate a personal computer and Microsoft Office.
- Ability to develop a positive public image.
- Ability to take charge of a situation requiring law enforcement.
- Ability to remain alert and determine when criminal acts have been committed.
- Ability to know when arrests are legally justified.
- Ability to know when an issue is civil or criminal in nature.
- Skill in the use of firearms and other authorized law enforcement equipment.
- Ability to prepare clear and concise reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to thoroughly document pertinent information.
- Ability to maintain effective working relationships with other employees.
- Ability to multitask.
- Ability to deal courteously, tactfully, and firmly with the general public.

EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or equivalency.

SPECIAL REQUIREMENTS:

- Valid North Carolina driver's license; no suspensions of driving privileges in the past three years.
- Basic Law Enforcement Certification as a law enforcement officer by the North Carolina Criminal Justice Education and Training Standards Commission or Completion of NC BLET program. NC BLET completion must be current enough to be eligible to achieve certification as a Police Officer through the NC Criminal Justice Education & Training Standards Commission after successful completion of the hiring process.
- At least 20 years of age at time of application.
- Must be in good physical condition with no obvious condition which will impair the performance of duty.
- Must pass a physical examination and physical fitness assessment.
- Must meet vision, hearing, and other physical requirements.
- Must be a United States citizen.
- No felony convictions and no serious misdemeanor convictions in the past five years.
- Must satisfactorily pass a polygraph examination.
- Must satisfactorily pass a psychological evaluation.
- Must satisfactorily pass a screening test for drugs.

WORKING CONDITIONS:

- Subject to normal hazards associated with law enforcement work involving some degree of risk to personal safety.

- The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives, and violence.

ADA COMPLIANCE

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Physical Requirements:

- Expected to maintain a high degree of physical fitness.
- Must have visual acuity to prepare and analyze data and figures, read and prepare reports, operate a computer terminal, and perform extensive reading at times.
- May be required to use sufficient physical force to subdue or restrain persons.
- Must have the ability to exert up to 10 pounds of force to move objects constantly, 20 pounds of force frequently, 50+ pounds of force occasionally.
- Job requires the physical ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, hand dexterity, and perform repetitive motions; The ability to communicate and/or take actions by talking, hearing, and seeing is essential to perform functions of the job.