

Police Officer (Reserve) - 4222

Primary Reason Why Classification Exists

To serve in an auxiliary or reserve capacity to perform routine law enforcement work including patrolling the city, responding to service calls, and performing routine investigations.

Distinguishing Features of the Class

An employee in this class is responsible for performing general duty law enforcement work for the field operations bureau of the City's police department. Work includes routine patrol, traffic accident and criminal investigation, police vehicle maintenance, serving criminal papers, traffic law enforcement, and responding to domestic disputes. Employees are highly visible in the community and exercise 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 Police Sergeant or other senior law enforcement officer or supervisor 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, eye witness 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
- Appears in court to provide information or testimony
- Responds to domestic situations; attempts to resolve conflict by recommending solutions
- Maintains readiness of police vehicle with fuel and air pressure
- 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
- 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
- Skill in the use of firearms and other authorized law enforcement equipment

Physical Requirements

Work in this classification 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 is expected to exhibit and maintain a high degree of physical fitness required to withstand the rigors of law enforcement work.

Working Conditions

Employee is exposed to inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice. 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; an Associate's degree in Criminal Justice is preferred; some prior law enforcement experience is desired

Special Requirements

- Valid North Carolina Drivers License
- Basic Law Enforcement Certificate (BLET) by the North Carolina Criminal Justice Education & Training Standards Commission (required to be continuously employed)

FLSA Status: Nonexempt (Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. A work period may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period).

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 Physical Requirements and Working Conditions

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section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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