

## **Police Officer - 4221**

### **Primary Reason Why Classification Exists**

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. This employee is highly visible in crime areas, and must be aggressive in preventing crime. This employee must have the ability to develop a positive public image. Tact and firmness, sound judgment, and a positive attitude are required. Employee is subject to the usual hazards of law enforcement work including the potential for physical harm. 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 high and low crime areas; talks to people in the community; checks security of buildings and residences; apprehends offenders
- Investigates traffic accidents; uses measurement devices and eye witness accounts to determine violators; assists motorists in filling out or exchanging insurance information
- Maintains readiness of police vehicle with fuel and air pressure
- Serves criminal papers; locates people under indictment; serves warrants, orders for arrest, and criminal summons
- Observes and follows people violating traffic laws, vehicle registrations and inspections laws, and other traffic offenses; enforces speed limits
- Conducts criminal investigations by gathering information, processing crime scenes, and interviewing witnesses
- Responds to domestic situations; attempts to resolve conflict by recommending solutions

### **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
- Skill in the use of firearms and other authorized law enforcement equipment
- Ability and willingness to act quickly and properly in emergency situations
- Ability and willingness to establish and maintain effective working relationships with superiors, subordinates, and the general public
- Ability to express thoughts clearly both orally and in written reports

### **Physical Requirements**

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 must demonstrate continual physical fitness to withstand the rigors of law enforcement officer and physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others.

### **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
- Must obtain (and maintain) Basic Law Enforcement Certification (BLET) as a law enforcement officer 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 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.