

Town of Mount Gilead

Police Officer

Description

Under general supervision performs basic law enforcement work associated with a certified police officer as established by the North Carolina Criminal Justice Education and Training Standards Commission; responds to medical alarms; performs related work as required.

Employees must be able to successfully perform all essential functions and primary tasks of the position description. This position is classified as non-exempt and is subject to the Fair Labor Standards Act overtime regulations.

Examples of Duties

Essential Job Functions:

- Respond to emergency situations in vehicles and on foot.
- Conduct criminal investigations, to include interviewing suspects, victims and witnesses, collecting evidence, conducting searches and documenting actions taken.
- Enforce criminal law, including making custodial arrests and using physical or other force when necessary.
- Serve warrants and criminal summons.
- Enforce traffic law, direct traffic and investigate traffic crashes.
- Operate and maintain a department assigned vehicle.
- Participate in mandatory and optional training courses, which may include the application of skills and abilities.
- Perform rescue operations and render assistance to citizens.
- Respond to requests for service, both criminal and non-criminal in nature.
- Testify in court, including preparation of necessary reports and related documents.

Primary Tasks:

- Patrols (on foot, patrol car or other authorized conveyance) to preserve general order.
- Checks for unlocked doors, broken windows and other indications of unusual situations.
 - Notifies owners in person or with various communication methods of conditions deserving attention.

- Reports the existence of hazardous conditions to the proper authority.
- Provides assistance to other officers in accordance with policy and procedure.
- Enforces town ordinances.
- Operates patrol vehicle, radar and other assigned police equipment.
- Notifies proper authorities in case of injuries or fatalities.
- Investigates suspicious persons, vehicles and conditions.
- Responds to rescue, hazardous materials and medical alarms; perform rescue operations and render assistance to citizens.
- Uses medical equipment to mitigate an incident.
- Escorts parades, funerals and similar processions.
 - Accompanies persons transporting large sums of money or other valuables to provide protection.
- Directs traffic.
 - At special events and on other occasions when traffic becomes congested.
 - At school crossings and dangerous intersections.
- Attends public gatherings to maintain order.
- Inspects equipment, ensures proper functioning and maintains it in a presentable manner.
- Prepares a variety of records and reports as required.
- Performs other duties as required.

Equipment Operated: Patrol vehicle, various weapons, communications equipment, radar, breathalyzer, medical equipment and other assigned equipment.

Typical Qualifications

Reporting Relationship: This position reports to the assigned Police Shift Supervisor.

Working Conditions:

- Work involves exposure to the usual hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oil, gases or flammable liquids.
- Regular exposure to dangerous situations under adverse conditions, including heat, cold, emergency driving, etc; frequent exposure to dangerous situations with medical emergencies; call backs on days off to assist with emergency situations.
- Must be able to physically perform the basic life operational functions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force occasionally; and 10 pounds of force constantly.

- Must be able to transition between multiple positions such as standing, lying, squatting, etc., with ease and fluidity. Must also be able to retrieve equipment from various positions.
- Must possess the visual acuity to operate a police vehicle and police bicycle and distinguish details and differences when observing people, places or things on patrol.

Job Context: This position works 12 hour shifts in a 14 day cycle meeting 84 hours for the cycle. Weekends and overtime are necessary to fulfill job duties upon approval from the Police Chief. The stress level of the job is moderate to high.

Supplemental Information

Education: Graduation from a standard high school or successful completion of General Education Development (GED) program Preferred interest is given to those who have completed advanced courses and seminars in various phases of police work; preferably completion of a college degree program in police science, criminal justice, law enforcement or related area.

Experience: Some experience as a certified police officer and medical responder; or an equivalent combination of training and experience is preferred.

Knowledge, Skills and Abilities:

- Thorough knowledge of laws and ordinances relating to arrest, search and seizure, and traffic control.
- Thorough knowledge of the layout of Town streets and location, geographical layout and characteristics of various neighborhoods and of the business district.
- Thorough knowledge of modern law enforcement practices and principles, including crime detection, routine investigation, radio communications and apprehension of criminals.
- Thorough knowledge of emergency medical care procedures.
- Skill in the use of firearms and in the application of other means of self-defense.
- Skill in the use of assigned equipment.
- Ability to prepare written reports that are clear, accurate and grammatically correct.
- Ability to exercise knowledge gained through experience and to apply good judgment during emergencies.
- Ability to react quickly and calmly in emergency situations.
- Ability to deal courteously, tactfully and firmly with the general public.
- Ability to maintain effective working relationships with other employees.

Special Requirements: Possession of a valid North Carolina driver's license; Possession of a law enforcement certification awarded by the North Carolina Criminal Justice Education and Training Standards Commission

Particular interest will be given to applicants with experience.

The Town of Mount Gilead is an Equal Opportunity Employer.