

**Job Posting: Police Officer I**  
**Department: Police Department**  
**Closing Date: open indefinitely**  
**Salary Range: \$26,127 - \$39,189**

#### **NATURE OF WORK**

This is responsible municipal law enforcement work in the protection of life and property through the enforcement of laws and ordinances. Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances in a designated area on an assigned shift. Work is performed under the general supervision of a Sergeant. Work involves an element of personal danger, and officers must be able to act without direct supervision and to exercise independent judgment in meeting both routine and complex emergency situations. Work exposes employee to potential for contact with blood-borne pathogens, dangerous people and situations. Work assignments and instructions are received in general terms from a sergeant or superior officer who reviews work methods and results through reports, observations, and discussions.

#### **ESSENTIAL FUNCTIONS OF WORK**

Patrols a designated area of the City in a patrol car; makes police presence known in a manner that contributes to deterrence of law violations; prevents and discovers commission of crime; apprehends criminals and offenders; enforces vehicle and traffic laws; makes police presence known in a manner that contributes to deterrence of law violations; uses radar devices to enforcement speed limits; issues summonses. Answers calls and radio complaints involving automobile accidents, misdemeanors, and felonies; conducts accident investigations and criminal investigations at the scenes of crimes; apprehends criminals and offenders; gathers evidence; locates and questions witnesses; interrogates suspects; writes citations and makes arrests as required by circumstances; testifies as a witness in court. Establishes traffic control and police protection at incidents which may attract crowds; performs police duties at parades, processions, and other public events in assigned area; checks and reports on deficient street lights, signs, road surfaces, or other facilities which serve the public. Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; gives information and provides assistance to motorists and the public. Conducts investigations; interviews witnesses, victims, and others and takes statements; interrogates suspects; examines records and collects evidence to be used for criminal prosecutions; testifies in court; prepares detailed investigative reports; serves warrants, obtains subpoenas, and makes arrests. Prepares arrest and incident reports and maintains appropriate records.

#### **MINIMUM REQUIREMENTS OF WORK**

Graduation from which school (or GED); or any equivalent combination of accepted education and experience that would provide the knowledge, abilities, and skills necessary for police officer.

#### **NECESSARY SPECIAL REQUIREMENTS**

Successful completion of basic law enforcement officers training program prescribed by North Carolina. Possession of a valid driver's license in good standing. Ability to maintain certification as a Police Officer.