



Date: January 12, 2024
From: Human Resources Department
Position: Police Officer
Salary: \$42,136.20 w/benefits

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform general police duties to ensure the strict enforcement of state and local laws relating to public safety and welfare, and to perform related law enforcement work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

ESSENTIAL TASKS

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Enforces all federal and state laws and Town ordinances relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations, and standards of safety.

Performs general patrol duties, including but not limited to patrolling assigned areas of the Town in a police car, by bicycle or on foot and monitoring property security; detects unusual conditions and may maintain surveillance and observation for stolen cars, missing persons, or suspects; reports dangerous or defective streets, sidewalks, traffic lights or other hazardous conditions.

Responds to emergency calls and/or public calls for assistance; apprehends and arrests suspects and violent persons; secures crime scenes; seizes property and/or criminal evidence; maintains public order; transports prisoners and mental patients, etc.

Performs traffic enforcement duties, including issuing traffic tickets and warnings, conducting accident investigations, directing traffic, etc.

Serves warrants, summonses, subpoenas, civil and other official papers.

Assists with criminal investigations. Interviews witnesses, complainants, and victims; interrogates suspects; gathers physical evidence and preserves it for court; provides case follow-up as needed.

Provides testimony and presents evidence in court as necessary.

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Performs routine service duties, including but not limited to providing escort service for the protection of persons and/or property, assisting stranded motorists, providing funeral escort, directing traffic, providing security and crowd control at special events, etc.

Prepares and submits detailed work records and reports.

Remains abreast of all federal and state laws, and ordinances of the Town of Waynesville.

Maintains assigned equipment and vehicle.

Assists other law enforcement agencies and jurisdictions as required.

Receives and responds to citizen inquiries, complaints, and requests for assistance.

Participates in community relations programs; attends community / neighborhood meetings to enhance police/community relationships and to address safety and quality of life issues.

Attends periodic training sessions and attends seminars and meetings to keep abreast of current law enforcement trends; maintains required physical fitness and required level of proficiency in the use of firearms.

Works under stressful, high-risk conditions.

Remains on call 24 hours per day, seven days per week, for emergency response.

Performs general clerical work as required, including but not limited to preparing reports and correspondence, entering, and retrieving computer data, copying, and filing documents, sending, and receiving faxes, answering the telephone, etc.

DATA INVOLVEMENT:

Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Requires persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

INVOLVEMENT WITH THINGS:

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as police vehicles and equipment, firearms. Involves operations of limited scope.

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using addition and subtraction, multiplication, and division, and/or calculating ratios, rates, and percentages.

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LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms, and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing clerical, manual, or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires a high school diploma or GED equivalent, supplemented by some law enforcement training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

Must possess basic law enforcement certification from the North Carolina Criminal Justice Education and Training Standards Commission.

EXPERIENCE REQUIREMENTS:

Requires over six months and up to and including one year of experience in law enforcement.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium work that involves walking or standing most of the time and involves exerting 50 pounds of force occasionally, 20 pounds of force frequently, and 10 pounds constantly, and skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. Must be able to perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling. Must be able to defend oneself from assault and to restrain suspects of varying weights.

ENVIRONMENTAL HAZARDS:

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, violence.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, depth perception, hearing and speaking abilities, and color perception.

JUDGMENTS AND DECISIONS:

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Responsible for actions of others, requiring almost constant decisions affecting co-workers, crime victims, or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

ADA COMPLIANCE

The Town of Waynesville 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.

Interested applicants may apply to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department**

16 S. Main Street

Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled.