



**Date: January 9, 2019**

**From: Human Resources Department**

**Position: Police Officer**

**Salary: \$36,928.90/\$16.90 hourly w/benefits**

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#### **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 are those that 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.

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Provides testimony and presents evidence in court as necessary.

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.

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

#### **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.

## **CLASS TITLE: POLICE OFFICER**

### **COGNITIVE REQUIREMENTS**

#### **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.

#### **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 AND EXPERIENCE PREPARATION**

#### **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 one's self from assault and to restrain suspects of varying weights.

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### **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**

### **JUDGMENTS AND DECISIONS:**

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 submit an application/resume to:**

**Town of Waynesville,  
Brittany Buchanan, HR Specialist  
Human Resources Department  
16 S. Main Street  
Waynesville, NC 28786**

**Or via email to [bbuchanan@waynesvillenc.gov](mailto:bbuchanan@waynesvillenc.gov)**

**Applications will be accepted until January 31, 2019**