



Town of Angier Police Department Position Description Guide

Town of Angier, North Carolina

Police Officer I

Primary Reason Classification Exists

To perform routine, non-routine and emergency law enforcement work including patrolling, responding to service calls and performing investigations on minor misdemeanor offenses.

Distinguishing Features of this Class

An officer in this class performs responsible protective service work involving a variety of general or support duty police assignments as a member of the Town of Angier's Police Department. Work includes; routine patrols, traffic accident and criminal investigations, police vehicle maintenance, serving criminal papers, traffic law enforcement, and responding to domestic disputes. The officer is highly visible in crime areas, and must be aggressive in preventing crime. The officer is subject to the usual hazards of law enforcement including the potential for physical harm. Work is performed under the immediate supervision of the Patrol Corporal 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 arrests, and criminal summons
- Observes and follows people violating traffic laws, registration and inspection laws and other traffic offenses; enforces speed limits
- Assists detectives and investigators with criminal investigations by creating a crime scene area, keeping crime scene log and, when directed, interview witnesses or canvass the area.
- Testifies in court
- Transports arrested personnel to correctional facility
- Responds to domestic situations; attempts to resolve conflict by recommending solutions
- Performs other related law enforcement work as directed or required.



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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
- Knowledge of the Town's geography and location of streets, homes, businesses and buildings
- Knowledge of criminal human behavior when confronted with difficult situations
- Knowledge of effective communication practices including focused listening
- Knowledge of English grammar, sentence structure and vocabulary
- Knowledge of the operation and uses of personal computers including word processing and database software
- Skill and proficiency of the use of firearms and other authorized law enforcement equipment
- Ability and willingness to act quickly and properly in emergency situations
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the general public
- Ability to express thoughts clearly both orally and in writing
- Ability to work varied assignments including undercover activity
- Ability to work independently without close supervision and as a member of a team
- Ability to take charge of emergency situations until relieved by a law enforcement superior
- Ability to develop a positive public image, exercise judgement in all situations, and demonstrate a positive attitude.

Physical Requirements

Work in this class is defined as 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. When apprehending suspects who resist arrest, work is deemed as heavy work requiring the exertion of 100 lbs. of force occasionally, and/or 50 lbs. of force frequently, and/or 20 lbs. of force constantly to move objects.

Physical activities include, but are not limited to, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting and grasping. Vocal communication is required to express or exchange ideas or other information between individuals or groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of



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work, and observing surroundings. Officers in this class, must be able to demonstrate continued physical fitness to withstand the rigors of a law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions. Officers may be required to use deadly force, § 15A-401(D)(2), to subdue an assailant or to protect themselves or others.

Working Conditions

Officers in this class, are exposed to both inside and outside working conditions in all types of weather from extreme colds and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Officers may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level.

Workplace conditions include; operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons, many of whom have criminal records with little to no respect for law enforcement or who may be a threat to themselves or others.

Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm.

Education

Officers in this class must be a high school graduate or have a General Educational Development, (GED).

Experience

BLET graduate or prior law enforcement experience

Special Requirements

- Valid North Carolina Driver's License
- Basic Law Enforcement Certification (BLET) as a law enforcement officer by the North Carolina Criminal Justice Education & Training and Standards Commission (required to be continuously employed)

FLSA Status:

Non-Exempt Section 7(k) of the FLSA

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



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required of employees to perform the job. The Town of Angier reserves the right to assign or otherwise modify the duties assigned to this classification.