

POLICE OFFICER (I&II)

NATURE OF WORK

This is general duty police work in enforcing laws and ordinances. Work involves an element of personal danger. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures, however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports; inspection and observation of results obtained.

EXAMPLES OF DUTIES

Patrols an assigned area on foot or in a car; checks doors and windows of business establishments; investigates unusual crowds of people, enforces vehicle parking and operating laws; watches for and makes investigations of wanted and missing persons and property; responds to the scene of crimes and accidents; searches for and preserves evidence; investigates clues; searches for and apprehends violators; escorts funerals and persons transporting money; assists children at street crossings and controls pedestrians in compliance with safety laws; escorts prisoners to police station; books charges, testifies and presents evidence in court; directs traffic at intersections; enforces traffic laws; gives information concerning location of streets, routes and buildings; maintains good public relations; performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Considerable knowledge of modern principles and practices of police work. Considerable knowledge of the controlling laws and ordinances. Considerable knowledge of first aid methods. Ability to observe situations analytically and objectively and to report and record them clearly and completely. Ability to establish and maintain effective working relationship with associates and the general public.

Training and Experience

Graduation from a standard high school or GED. Must successfully complete the minimum standards as prescribed by North Carolina law.

Special Requirements

- Must maintain minimum physical and mental standards of the City of Boiling Spring Lakes.
- Possession of a valid North Carolina driver license.
- Refer to Career Development Plan for special requirements for this position

CLASSIFICATION: Law Enforcement. FLSA Non-Exempt.

PAY GRADE: 5