

# TOWN OF LILLINGTON

## POLICE OFFICER I

### **General Definition of Work:**

Performs responsible protective service work involving a variety of general or support duty police assignments; does related work as required. Work is performed under emergency conditions and involves some personal hazard. Work is performed under the regular supervision of the Police Sergeant.

### **Essential Functions/Typical Tasks:**

**Patrolling the Town; responding to service requests; enforcing laws and ordinances; making arrests; investigating crimes; controlling traffic; collecting evidence; issuing warrants and summons; testifying in court; preparing records and files.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- On an assigned shift, operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves arrest warrants, search warrants, traffic citations, summons, subpoenas, etc.
- Investigates routine cases of criminal violations, violations of traffic laws and traffic accidents, suspicious activities or persons, and disturbances of law and order.
- Provides police escorts, directs traffic; patrols special events, parades, festivals, etc.
- Processes and secures routine crime scenes and secures evidence and crime scene.
- Fills out arrest records, fingerprints and photographs arrestees; completes detailed records and files; maintains mandated department report logs.
- Testifies in court and assists with the preparation of trial cases.
- Conducts searches of individuals, vehicles, personal property, residences, and land.
- Makes business and street light checks.
- Attends seminars and in-service training programs.
- Assists the Town with delivering packets to Board members.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Some knowledge of police methods, practices and procedures; some knowledge of the geography of the Town and location of important buildings; some knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobile; ability to operate personal computer including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with associates and the general public.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school.

### **Physical Requirements:**

This is very heavy work requiring exertion in excess of 100 pounds occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental

conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of Basic Law Enforcement Training certification. Must meet and maintain minimum qualifications and training standards for the position as established by the department.