

CLASS TITLE: PATROL OFFICER

PURPOSE OF CLASS: Perform all functions of law enforcement work as established by the North Carolina Criminal Justice Training and Standards Commission. This position is non-exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Patrol Sergeant.

PRIMARY TASKS:

- Enforce all traffic laws.
- Conduct traffic accident investigations.
- Direct traffic.
- Patrol high risk areas and conduct routine inspections to ensure building security.
- Respond to emergency and domestic calls.
- Investigate break-ins, larceny and other major crimes.
- Conduct crime scene investigations.
- Notify proper authorities in the event of injuries or fatalities.
- Serve as escort for funerals and other processions.
- Provide protection for persons transporting money and/or valuables and for businesses making bank deposits.
- Transport Town's bank deposits to the bank.
- Attend public gatherings to maintain order.
- Assist in animal control.
- Present testimony in court.
- Report any hazardous conditions that may exist in Town.
- Serve warrants and subpoenas.
- Prepare and maintain records and reports as required.
- Assist other local, state and federal law enforcement, fire and rescue agencies when necessary.
- Conduct routine maintenance on police vehicles and ensure that the police vehicle is in proper working condition for the incoming officer.
- Assist during storms and other disasters.
- Perform related duties as required.

EQUIPMENT OPERATED:

- Patrol vehicle, two-way radio, fingerprint equipment, weapons, radar, and other equipment as assigned.

WORKING CONDITIONS:

- Risks to personal safety. Work involves extensive walking, bending and climbing outdoors in varied weather conditions. Must possess visual acuity, hearing, touching and the full use of arms, hands, fingers, feet & legs. Must have the ability to lift and carry up to 100 lbs. for 50 feet.

EDUCATION:

- High school diploma or equivalent.

EXPERIENCE:

- Entry level experience in law enforcement. Prefer some law enforcement experience. Will accept an equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of laws and law enforcement practices and procedures.
- Considerable knowledge of Town layout.
- Working knowledge of modern police practices and principles.
- Skill in the use of firearms, and other methods of defense.
- Must have radio communication skills.
- Must be in good physical condition.
- Ability to deal with the public in a courteous, tactful, and firm manner.
- Must have good judgment abilities.

SPECIAL REQUIREMENTS:

- Must have valid North Carolina driver's license. Must be certified as a law enforcement officer by North Carolina Training and Standard Commission.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____

Chadwick McEwen

Town Manager