

CLASS TITLE: PATROL SERGEANT

PURPOSE OF CLASS: Perform all functions of law enforcement 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 Police Chief.

PRIMARY TASKS:

- Participate with and supervise subordinate police personnel assigned to a shift in all phases of police work.
- Inspect and monitor the work of subordinate police shift personnel to determine that work operations are being performed properly.
- 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 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.
- Receive, maintain and disperse all seized evidence and is responsible for the departmental evidence room.
- 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 insure 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. Prefer a two year community college degree.

EXPERIENCE:

- Prefer five years of experience in active duty law enforcement. Will accept an equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of law enforcement practices and procedures.
- Thorough knowledge of local, state and federal laws, ordinances, and court procedures.
- Thorough knowledge of the organization of police departments and other law enforcement and rescue agencies.
- Thorough knowledge of Town layout.
- Thorough knowledge of two-way radio communication system.
- Working knowledge of the maintenance and care of patrol vehicles.
- Skill in the use of firearms and other self-defense methods.
- Skill in the operation of all assigned equipment.
- Must be in good physical condition.
- Ability to observe and remember details of accident and crime scenes and to relate these details accurately when presenting testimony.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to prepare accurate written reports.

SPECIAL REQUIREMENTS:

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

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____

Chadwick McEwen
Town Manager