



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **POLICE OFFICER**

### **General Statement of Duties**

Performs general duty law enforcement work to protect life and property in the Town.

### **Distinguishing Features of the Class**

An employee in this class performs a full range of general law enforcement duties. Work includes patrolling the Town during an assigned shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; performing community policing; and executing related assignments. Employee must exercise judgment, initiative and calm control when performing duties; more difficult problems are normally carried out under the direction of or in conjunction with a Police Sergeant. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy, and state and federal laws, supplemented with specific directions from supervising officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work may be subject to the final OSHA standards on blood borne pathogens and may be required to wear specialized personal protective equipment. Work is performed under regular supervision of a Police Sergeant and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and proper judgment.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Patrols streets in a police car or on foot; checks doors and windows; examines premises of unoccupied residences or buildings; meets store owners and staff and discusses crime prevention methods; participates in community education and crime prevention programs such as community watch; detects unusual conditions; may maintain surveillance and observation for stolen cars, missing persons, or suspects; provides funeral and bank escorts.
- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.
- Investigates traffic accidents; issues traffic citations; directs traffic and participates in other emergency operation activities; reports dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Performs investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence using finger print kit, camera and other equipment; performs investigative tasks, arrests and processes criminal suspects; presents findings in court.
- Issues citations for violation of traffic regulations, serves warrants; apprehends and processes criminal suspects and transports to magistrate and/or County detention facilities.
- Regulates and directs vehicular traffic at busy times at local schools and when traffic signal malfunctions or accidents require.
- Operates a mobile data terminal to prepare reports, obtain motor vehicle information, perform research,

search for warrants, etc.; operates two-way radio to receive instructions and information from or to report information to police headquarters; maintains vehicle, weapons and other equipment in standard working order.

- Advises the public on laws and local ordinances; serves papers as needed.
- Participates in Senior Citizen reassurance checks.
- Assists stranded motorists; gives information and directions to visitors and the general public.

#### Additional Job Duties:

- May serve as Animal Control Officer enforcing state and local laws such as leash law, nuisance ordinances, rabies control, and investigation of animal abuse.
- Performs other related duties as required.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills, and Abilities:

- Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
- Working knowledge of law enforcement principles, practices, methods and equipment.
- Some knowledge of scientific crime detection and criminal identification methods and procedures.
- Some knowledge of the application of information technology related to law enforcement work and records.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Skill in collaborative conflict resolution.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other public officials, and the general public.
- Ability to operate all assigned equipment and weapons.

#### Physical Requirements:

- Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and 10 pounds constantly.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

#### Desirable Experience and Education:

Graduation from high school and completion of basic law enforcement training; or an equivalent combination of education and experience.

#### Special Requirements:

- Have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.
- Before assignment to sworn duties, employee must possess a valid North Carolina Driver's License.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

The starting salary for this position is \$57,750

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.