

## Police Officer II

<b>Title:</b> Police Officer II	<b>FLSA Status:</b> Non-exempt	<b>Supervisory Responsibilities:</b> No
<b>Reports to:</b> Police Sergeant	<b>Department:</b> Police	<b>Date Created/Last Evaluated:</b> September 2021

### **Summary**

Performs responsible work to provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Minimum Qualifications**

- Education equivalent to graduation from high school and completion of Basic Law Enforcement Training;
- Valid NC driver's license and good driving record;
- Two years' experience as a sworn law enforcement officer at the Lexington Police Department or two years of equivalent experience with another law enforcement agency
- A minimum of 40 hours of approved continuing education (excluding Basic Law Enforcement Training and State Mandated Training/Re-Certifications)
- General law enforcement certification issued by North Carolina Criminal Justice Education and Training Standards.

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

- Ability to listen and comprehend information and ideas presented through the spoken word and sentences;
- Ability to combine pieces of information to form general rules or conclusions from seemingly unrelated items;
- Ability to communicate information and ideas in writing so others will understand;
- 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;
- Ability to understand and carry out oral and written instructions;
- Ability to effectively use and qualify with law enforcement tools and weapons including firearms and other safety equipment;
- Ability to read and understand information in work related documents;
- General knowledge of the occupational hazards and necessary safety precautions of the work;
- General knowledge of laws, legal codes, court procedures, agency rules and government regulations;
- General knowledge of policies, procedures and strategies to promote security and protection of people and property;
- Ability to establish and maintain effective working relationships with associates, subordinates and the general public.
- Ability to contribute to a welcoming and inclusive workplace through positive contributions, supporting a culture of respect, and valuing the differences and efforts of all team members.

### **Supervisory Responsibilities**

N/A

### **Essential Functions**

- Operate a patrol vehicle or walk on an assigned shift to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order;
- Interview victims and witnesses to obtain information necessary regarding crime, accidents, violation etc;
- Help collect evidence and investigate crimes and traffic accidents;
- Identify, pursue and arrest suspects and perpetrators of criminal acts;
- Photograph or draw diagrams of crime or accidents scenes;
- Record facts to prepare detailed reports that document incidents and activities;
- Respond to radio dispatches and answer calls and complaints;
- Issue traffic citations, serve warrants and summons;
- Make arrests and testify in court;
- Provide police escorts; direct traffic, perform residential and commercial checks;
- Successfully complete continuing training through classroom and practical training as assigned.

### **Work Environment**

The worker is exposed to inside and outside environmental conditions without protection from weather extremes, and frequently in a closed vehicle. Includes exposure to sounds and noise levels that are distracting or uncomfortable. Hazards include vibration and hazards associated with working near moving traffic. Work includes contact involving difficult negotiations.

### **Special Requirements**

Requires excellent physical and mental condition and must pass examinations by a physician and psychologist. Work is performed on rotating shifts to cover the job 24/7. The worker is subject to final OSHA standards on bloodborne pathogens and OSHA Respiratory Protection Standard. The position is classified as safety sensitive as defined by the Drug and Alcohol Free Workplace Policy.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.*

*\* U.S. DOL, The revised handbook for analyzing jobs (Washington, D.C.): U.S. Government Printing Office, 1991.*

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