

## **Police Officer Recruit**

### **Primary Reason Why Classification Exists**

To attend and complete Basic Law Enforcement Training (BLET). Upon completion of BLET will perform routine, non-routine and emergency law enforcement work including patrolling the Town, responding to service calls, and performing investigations.

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

An employee in this class must attend and successfully graduate from BLET as required by the North Carolina Criminal Justice Education & Training Standards Commission within the first available BLET class. Upon certification the employee will perform responsible protective service work involving a variety of general or support duty police assignments as a member of the Police Department. Upon certification, work includes routine patrol, traffic accident and criminal investigation, serving criminal papers, traffic enforcement, and investigating domestic disputes. This employee is highly visible in crime areas and must be proactive in deterring crime. Employee is subject to the typical hazards of law enforcement work including the potential for physical harm. Work is performed under the immediate supervision of the Patrol Sergeant and is evaluated for effectiveness, visibility, compliance with standards, public support, and attainment of performance objectives.

### **Illustrative Examples of Work**

Initial job function will be to attend and successfully pass the BLET course and State exam. Upon certification the recruit will conduct the following duties:

- Patrols high and low crime areas; engages citizens in the community; checks security of buildings and residences; apprehends offenders
- Utilizes community policing and problem-solving methods
- Investigates traffic accidents; uses measurement devices and eyewitness accounts to determine violators; assists motorists in filling out or exchanging insurance information
- Maintains readiness of police vehicle with fuel and air pressure
- Serves criminal papers; locates people under indictment; serves warrants, orders for arrest, and criminal summons
- Observes and interacts with people violating traffic laws, vehicle registrations and inspections laws, and other traffic offenses; enforces speed limits
- Conducts criminal investigations by gathering information, processing crime scenes, and interviewing witnesses
- Testifies in Court
- Transport's persons in custody to detention facility
- Responds to domestic situations; attempts to resolve conflict by recommending solutions
- Performs other related law enforcement work as required

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

- Knowledge of modern law enforcement principles, practices, and procedures
- Knowledge of departmental standard operating policies and procedures, and federal, state, and local laws and ordinances

- Knowledge of practices, materials, techniques, and equipment pertinent to job assignment
- Knowledge of criminal human behavior when confronted with difficult situations
- Knowledge of effective communication practices including focused listening
- Competent in English grammar, sentence structure, and vocabulary
- Knowledge of the operation and uses of personal computers including word processing and database software
- Skill in the use of firearms and other authorized law enforcement equipment
- Ability and willingness to act quickly and properly in emergency situations
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the general public
- Ability to express thoughts clearly both orally and in writing
- Ability to work varied shifts and assignments including undercover activity
- Ability to work independently without close supervision and as a member of a team
- Ability to take charge of emergency situations until relieved by a law enforcement superior
- Ability to develop a positive public image, exercise judgment in all situations, and demonstrate a positive attitude

### **Physical Requirements**

Work in this class is defined as medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. When apprehending suspects who resist arrest, work is deemed as heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals or groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee must be able to demonstrate continued physical fitness to withstand the rigors of a law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others

### **Working Conditions**

Employee is exposed to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Workplace conditions include operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons many of whom have criminal records with little to no respect for law enforcement or who may be a threat to themselves or others. Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm

**Education**

Graduation from high school or equivalent; an associate degree in Criminal Justice is preferred

**Experience**

No prior law enforcement experience needed

**Special Requirements – Recruit Police Officer**

- Must be able to obtain a North Carolina Drivers' License
- Must obtain the Basic Law Enforcement Certification (BLET) as required by the North Carolina Criminal Justice Education & Training Standards Commission.

**Storm Duties**

Must maintain state of readiness for storm/disaster event to include preparation and post operation duties. Essential personnel must maintain duty assignment in adverse conditions.

**FLSA Status:** Non-Exempt Section 7(k) of the FLSA

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Nags Head reserves the right to assign or otherwise modify the duties assigned to this classification.