

## 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 to prevent and detect crime, address traffic safety issues, and respond to the needs of citizens, visitors, Montreat College staff and students, and Montreat Conference Center staff and conferees. Work includes patrolling the Town during an assigned rotating shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work and investigating accidents; apprehending suspects; completing reports documenting activities; and executing related assignments. Work also includes enforcement of civil ordinances such as animal control, and providing mutual aid to nearby departments. Work involves frequent public contact which requires the exercise of discretion and problem-solving and employees must exercise judgment, initiative and calm control when performing duties; campus and conference center work requires decision-making on how best to handle situations working with students and young people.

Work is performed in accordance with departmental policy, and state and federal law, supplemented with specific directions from the Chief of Police. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, occasionally including water areas, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, assessment of success in enforcement policing programs, and review of reports for adherence to laws, department procedures, departmental work standards and proper judgment.

### Duties and Responsibilities

#### Essential Duties and Tasks

Patrols roads, Center and campus locations in a police car or on foot; checks doors and windows at various locations; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; reports dangerous or defective streets, or other hazardous conditions.

Responds to calls for assistance, complaints, suspicious activity, loud parties, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted; calls for back-up when needed; completes records of actions taken.

Investigates traffic accidents; issues traffic citations; directs traffic and participates in other emergency operation activities; issues parking citations; regulates and directs vehicular traffic at busy times or when accidents require.

Performs initial investigations of reported crimes through observation, questioning witnesses, and gathering physical evidence; arrests and processes criminal suspects; presents findings in court.

Works with visitors, students and staff of Montreat College and Montreat Conference Center and performs community oriented policing activities; answers questions about locations and rules.

Apprehends and processes criminal suspects and transports to magistrate and/or County detention facilities.

Assists Fire Department and EMS on medical and fire calls as requested.

Maintains vehicle, weapons and other equipment in standard working order.

Prepares records and reports of activities; maintains records and logs of daily activities.

Advises the public on laws and local ordinances; gives information and directions to visitors and the general public; enforces civil ordinances such as bear-proof trash containers

#### Additional Job Duties

Attends training to improve skills and maintain certifications.  
Performs 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.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Skill in problem solving and teambuilding and in relating cooperatively with people of various ages, races and other demographic characteristics.

Ability to establish and maintain effective working relationships with citizens, coworkers, supervisors, students, visitors and campus and center officials.

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 and to use the computer.

#### 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 light to medium work exerting up to 20-50 pound of force occasionally; and 10-20 pounds frequently.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

#### Education

Completion of basic law enforcement training and possession of a Basic Law Enforcement Certificate. High School Diploma or GED.

#### Special Requirements

North Carolina driver's license and certification as a law enforcement officer in NC

As required, the employee must be able to obtain and maintain certifications required to perform the job such as firearms, radar and other training.

Montreat  
2023

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.