

# TOWN OF FARMVILLE

PO Box 86/3672 North Main Street  
Farmville, North Carolina 27828-0086  
OFFICE: 252-753-5774 / FAX: 252-753-2963

## POLICE OFFICER

**POSTED: Internal/External**

**POSTING DATES: December 2020 – Until Filled**

**STARTING SALARY: \$ 35,464**

**DEPARTMENT: Police**

### **BASIC FUNCTION AND JOB REQUIREMENTS**

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, bicycle, or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees must exercise judgment, initiative and calm control when performing duties. Work involves frequent public contact which requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior 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 is subject to the final OSHA standards on blood borne pathogens. Work is performed under general supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and proper judgment.

### **ESSENTIAL DUTIES AND TASKS**

- Patrols streets in a police car or on foot; checks doors & windows; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance & observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- 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; responds to emergency medical calls and assists staff.
- Investigates traffic accidents; issues traffic citation; directs traffic & participates in other emergency operation activities.
- Performs investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; 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.
- Prepares records and reports of activities.
- Regulates & directs vehicular traffic at busy times at local schools & when traffic signal malfunctions/accidents require.
- Operates a two-way radio to receive instructions and information from or to report information to police headquarters; maintains vehicle, weapons and other equipment in standards working order.
- Advises the public on laws and local ordinances; serves papers as needed.
- Assists stranded motorists; gives information and directions to visitors and the general public.
- Insures proper maintenance of assigned vehicles and equipment & performs other related duties as required.

### **EDUCATION AND EXPERIENCE**

Graduation from high school and have possession of a Basic Law Enforcement Certificate.

### **SPECIAL REQUIREMENTS**

Before assignment to sworn duties, employees must possess valid North Carolina driver's license & have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers. Employee may also be required to obtain First Responder or other emergency medical training & certification.

Applications will be accepted at Farmville Town Hall until position has been filled and may be downloaded/printed from our website [www.farmvillenc.gov](http://www.farmvillenc.gov) or pick up from the Human Resources office located at 3672 North Main Street.  
The Town of Farmville is an Equal Opportunity Employer.

**POSTED BY: Cindy V. Thomas**

**DATE: 12/11/2020**

If you have questions concerning this position, call 252-753-5774, Monday through Thursday, 7:30 am – 5:30 pm. Friday, 8 – 12  
NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.