



## JOB DESCRIPTION – TOWN OF KURE BEACH

IDENTIFYING INFORMATION	
Job Title	PATROL OFFICER
Department	Police
Salary Band	16
Hiring Authority	Police Chief
Reports to (supervisor)	Police Sergeant
FMLA Status (Exempt/non)	Non-exempt
Work Type	Full Time - Salaried
Work Schedule	Shift Work
Hiring Range	\$56,704.80 to \$90,727.53/midpoint \$73,716.03
Effective Date	July 1, 2025

GENERAL OVERVIEW
<p>The Patrol Officer performs a full range of general law enforcement duties designed to partner with the public to prevent and detect crime, address traffic safety issues and respond to the calls for assistance from citizens. The patrol officer works in a vehicle or on foot, works varying shifts in a full range of environments, exposed to risks and hazards the general public needs to be protected from. Much of the work performed is self-initiated through the use of modern day patrol practice. Work is performed in accordance to the department policy to enforce local, state and federal laws.</p>

SUPERVISION
<p>Supervision is provided by the Patrol Sergeants. More difficult problems may be carried out under the direction of a supervisor who may respond to calls for assistance. At times the patrol officer works under minimal supervision and must display sound judgement, decisiveness and situational control. Work is evaluated by supervisors through observation, discussions, monitoring radio traffic, reviews of reports and review of dash and body cam video when needed.</p>

ESSENTIAL FUNCTIONS
- Patrols the town in a vehicle or on foot observing for unusual or illegal activity.
-Responds to general calls for assistance from citizens.
-Performs residential and commercial building security checks.
-Responds to calls for disputes, complaints, suspicious activity, loud and disruptive behavior, motor vehicle violations and completes calls by determining the true nature of the situation and taking whatever legal or persuasive actions is warranted.
-Responds to emergency medical and fire calls to render assistance.

-Investigates traffic accidents, write citations, direct traffic, issue parking citations.
-Apprehend and arrest offenders and process criminal suspects.
-Testify and present findings in court.
-Performs initial investigations of accidents or possible crime through observation, questioning witnesses and gathering physical evidence.
-Performs investigative tasks assigned by supervisors.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

-Working knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic laws, pursuits, laws of arrest and use of force.
-Working knowledge of law enforcement principals, practices, methods and equipment.
-Some knowledge of scientific crime detection and criminal identification methods and procedures.
-Skill in the use of firearms and other police equipment and in the application of self -defense tactics.
-Skill in problem solving and in relating to people of various ages, races, religions and other demographic characteristics.
-Ability to build and maintain cooperative and effective working relationships with coworkers, supervisors and other public officials.
-Ability to act with sound judgement in routine and emergency situations.
-Ability to communicate effectively in oral and written forms.
-Ability to prepare concise written reports on a computer.
-Ability to testify effectively in court.

#### **EDUCATION AND EXPERIENCE**

-The patrol officer must have successfully completed North Carolina Basic Law Enforcement training
-Graduation from high school or possess a GED

#### **SPECIAL REQUIREMENTS/CERTIFICATIONS**

-Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have successfully completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.
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## PHYSICAL/CRITICAL REQUIREMENTS

- Must be able to physically perform the basic life operational functions of walking, running, crouching or crawling during emergency operations, move equipment and injured/deceased persons; climb stairs/ladders, other obstacles.
- Must be able to work irregular hours, including nights, weekends, holidays and extended hours in an emergency or other critical situation.
- Must be able to pass a general physical examination.
- Perform life-saving and rescue procedures.
- Operate assigned equipment.
- Assess rapidly evolving situations.
- Effectively deal with personal danger which may include exposure to the following: confined or high workplaces, dangerous animals, extremely loud noises, hazards of emergency driving, hazards associated with traffic control and working in or near traffic, natural and man-made disasters, adverse weather conditions (heat, cold, wind, & rain), stressful situations.
- May be subject to background investigation, medical exam and drug testing.
- Visual Ability
  - Must possess the visual acuity to read and write
- Hearing Ability
  - Hearing ability sufficient to hold a conversation with other individuals both in person and over the phone.
- Speaking Ability
  - Sufficient to communicate effectively with other individuals both in person and over the phone.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Nothing in this job description restricts management's right to assign or re-assign duties and responsibilities to this job at any time.

This job description does not create an employment contract, implied or otherwise.