

Town of Sylva Employment Opportunity

Police Officer I

Job details

Hiring Salary

\$36,706

Overview

The Town of Sylva is a beautiful picturesque mountain town in the North Carolina Mountains. Sylva has that welcoming feeling of a small town but still offers convenient shopping and healthcare options. Sylva is also close to larger municipalities such as Waynesville and Asheville.

Sylva (pop.2,800) is the county seat of Jackson County, NC (pop.43,597) and the Trout Capital of NC. Sylva features a charming downtown with a collection of eclectic restaurants, retail shops, weekly Farmer's market, and breweries. In 2017, downtown Sylva won the NC American Planning Association's Great Places- Great Downtown award. Most recently, Sylva was named one of the Top 10 Cleanest Cities by Expedia.com, due in part to its green and eco-friendly initiatives including being a certified Tree City and NC Main Street Town. Additionally, town-owned Pinnacle Park offers 1100 acres of pristine nature. The most photographed historic Courthouse in the state resides on the hill, overlooking the downtown district. Sylva serves as home to nearby Western Carolina University (12,243 students) and Southwestern Community College (3318 students). Named as one of the 'best places to retire' by Retire Magazine, Sylva boasts a quality of life that people of all ages enjoy. Learn more about Sylva and Jackson County: www.discoverjacksonnc.com.

Sylva Police Department Information: The Sylva Police Department (SPD) is comprised of 14 sworn law enforcement officers, two K9's and one civilian clerk. The department receives a variety of calls for service on a daily basis. Much more can be learned about the SPD at www.sylvapolice.com. SPD is located at 755 W. Main Street, at the foot of our historic and beautiful Jackson County Courthouse.

SPD Philosophy: In these times of great change in our nation, the forward-thinking administration of SPD is determined to provide modern policing for its citizens and visitors. The people of Sylva love and support their police department. Community policing is not just a theory at SPD, it's a daily practice. Officers at the SPD care about their citizen's and visitors and strive to always approach our role in the community from a place of caring for others.

Who Should Apply: This position is for a well-rounded, team-player that loves people and has both the skills and the courage to do their job, no matter what the circumstance.

Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, genetics, or the presence of a non-job-related medical condition or disability. U.S. Law requires all applicants to furnish proof of identity and right to work in the United States.

All offers of employment are contingent upon the successful completion of a post-offer, functional prework screen and a drug screen.

This position patrols (on foot or in patrol car) an assigned area in business and residential sections to preserve general order; directs traffic and enforces law; operates speed detection devices (radar); performs other police related duties as required. The applicant must pass a physical examination as well as other profession-related tests; Preference will be given to applicants with a good knowledge of laws and ordinances relating to arrest, search and seizure, traffic control and modern police practices, and radio communications and apprehension of criminals. Applicants must be at least 21 years of age, possess a valid Class "C" driver's license from the state of North Carolina and must not have been convicted of a felony. Applicant must also undergo a thorough background investigation.

General Statement of Duties

Performs responsible 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. Work includes patrolling the Town during an assigned shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; performing community policing; and executing related assignments. Employees must exercise judgement, initiative and calm control when performing duties; more difficult problems are normally carried out under the direction of or in conjunction with a Police Sergeant or Lieutenant. 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 supervising 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 regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws, department procedures, and proper judgement.

Duties and Responsibilities

Essential Duties and Tasks

Patrols streets in a police car or on foot; checks doors and windows; examines premises of

unoccupied residences or buildings; meets store owners and staff and discusses crime prevention methods; participates in community education and crime prevention programs such as community watch; detects unusual conditions; may maintain surveillance and observation for stolen cars, missing persons, or suspects; provides funeral and bank escorts.

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.

Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities; reports dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Performs investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence using fingerprint kit, camera and other equipment; 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.

Regulates and directs vehicular traffic at busy times at local schools and when traffic signal malfunctions or accidents require.

Operates a mobile data terminal to prepare reports, obtain motor vehicle information, perform research, search for warrants, etc.; operates two-way radio to receive instructions and information from or to report information to police headquarters; maintains vehicle, weapons and other equipment in standard 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.

Additional Job Duties

May serve as K-9 Officer.

Performs other related duties as required.

Police Officer

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 and procedures.
- Some knowledge of the application of information technology to law enforcement work and records.

- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Skill in collaborative conflict resolution.
- Ability to act with sound judgement 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.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.
- Ability to operate all assigned equipment and weapons.

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 medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and 10 pounds constantly.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Desirable Experience and Education

Graduation from high school and completion of basic law enforcement training; or an equivalent combination of education and experience.

Special Requirements

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

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.

Full Job Description

This position operates under the general supervision of a Police Lieutenant, performs a wide variety of law enforcement and community policing techniques to protect the life and property of those who live, work, and visit the Town of Sylva.

Detailed Work Activities

- Performs a variety of proactive, reactive, and preventative law enforcement duties such as responding to calls for service, enforcing traffic and criminal laws, making arrests, serving warrants, processing and managing crime scenes and evidence, and conducting high-visibility patrols, business checks, welfare checks, and getting out of the assigned patrol vehicles to walk and talk with citizens.
- Prepares and submits detailed and accurate reports on investigations, criminal or traffic, to include person arrested, victims identified, property stolen or recovered, and other incidents requiring reporting.
- Patrols assigned area to detect and deter criminal activity and traffic violations.
- Responds to calls, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Conducts preliminary inquiries, field interviews, and follow-up investigations to include interviewing victims, complainants and witnesses, gathering information and evidence, and securing the crime scene.
- Obtains and serves search and criminal warrants; apprehends, arrests, and processes offenders, including juveniles.
- Provides assistance and backup support to other officers as necessary.
- Provides first aid to victims as necessary and assists motorists.
- Provides traffic direction as needed for events such as parades, funerals, ball games, and school crossings.
- Prepares and submits detailed daily reports of activities, including requests for time earned and time requested off.
- Maintain situational awareness by reading reports and attending and contributing to briefings.
- Assists with departmental programs, special events, and community outreach.
- Participates in regular trainings and continuing education to maintain required certifications.
- Maintains equipment, including firearm and vehicle.
- Must be proficient with basic computer skills. Maintain certification levels, passwords and necessary skills to operate various computer-based programs as used in daily police business.
- Testifies in court.
- Performs other duties as required.

Qualifications

To perform this job successfully, an individual must be able to perform each of the essential functions satisfactorily. The requirements listed below are a representation, not an all-inclusive listing, of the knowledge, skill and/or abilities required.

Knowledge, Skills and Abilities

- At the entry level the employee must have a basic knowledge of criminal laws, statutes and ordinances affecting the employee's jurisdictional area.
- Ability to apply such knowledge to a variety of situations.
- Ability to deal successfully with a variety of people in day to day situations.
- Skilled in the use of firearms and the operation of an automobile.

Desirable Experience and Education:

- Higher educational degree preferred, especially in a related field.
- Minimum qualifications include, but are not limited to:
 - High school Diploma or the equivalent.
 - Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.
 - Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
 - Successful completion of Basic Law Enforcement Training (BLET) certification and,
 - A General or Probationary Certification from the State of N.C. Criminal Justice Training & Standards Division.
 - Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No prohibitive criminal or driving history.
- Knowledge of relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, city ordinances, and departmental policies and procedures.
- Knowledge of traffic investigation techniques and procedures.
- Knowledge of the geographical layout of the city.
- Knowledge of first aid.
- Knowledge of court system and procedures.
- Skill in oral and written communication.
- Skill in the use of firearms, communication equipment, and other standard and specialized equipment.
- Skill in the use of photographic and surveillance equipment, audio and video equipment, radios, and various emergency equipment.
- Skill in restraining persons without causing physical harm.
- Other qualifications as may be established as necessary for the successful function of this position.

Benefits Package

The Town of Sylva provides all full-time employees with a comprehensive benefit package to include, but not limited to, the following:

- Employer paid health, dental and life insurance for employee
- Employer contribution to 401-k
- Employer contribution to NC Local Government Retirement System for LEO
- Take-home vehicle for those employees meeting requirement of the Town of Sylva
Take-Home Car Policy
- Holiday Pay
- Accrued Vacation Leave
- Accrued Sick Leave

Supplemental Information

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee in this position to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently/repeatedly required to stand; walk; sit; use hands and exert force; stoop; kneel; half-kneel; squat; crouch; crawl; talk; and hear.

SAFETY SENSITIVE: This position has been identified as safety-sensitive. The employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

WORK ENVIRONMENT: Work is performed indoors, traveling in a vehicle, and outside where the employee may be exposed to cold or inclement weather. The employee may be exposed to infectious and contagious diseases and life-threatening situations.