



STATE OF NORTH CAROLINA  
**Police Officer I**

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**JOB CLASS TITLE:** Police Officer I

**DEPARTMENT:** Dept of Public Safety

**DIVISION/SECTION:** State Capitol Police

**SALARY RANGE:** \$40,445.00 - \$57,493.00 Annually

**SALARY GRADE / SALARY GRADE EQUIVALENT:** GN08

**APPOINTMENT TYPE:** Permanent Full-Time

**WORK LOCATION:** Wake County

**DESCRIPTION OF WORK:**

Maintain physical security of all state buildings and grounds. Respond to calls for service including fire alarms, intrusion alarms, bomb threats or need for emergency medical services from State Capitol Police Communications Center and reports to incident scenes. Investigate suspicious persons/activities reported by state employees or visitors. Orders state employees to clear buildings when advised of fire or bomb threats to safe guard life of employees/visitors. Enforces state laws and regulations within jurisdictional boundaries and responds to calls for assistance in the state government complex. Investigates criminal offenses involving state property, state employees, or visitors to state property. Interviews persons to obtain information pertaining to crime scene.

Checks buildings during non-working hours and at night to ensure security of property and equipment, checking to detect unlocked doors or windows. Writes reports of activities occurring during shift for management use for reporting purposes and planning. Completes investigative reports pertaining to criminal acts reports in or around state buildings and property, and interviews with victims and witnesses. Arrests subjects in connection with crimes or violations of laws. Completes all documents associated with day-to-day operations.

Testifies in court to assist in resolution of cases involving crimes against the State and state employees/visitors in which the officer becomes involved in during the performance of his/her duties. Provides escort for visiting dignitaries as required. Provides security escort for persons transporting currency. Issues citations for violations of motor vehicle laws. Testifies in court in

traffic cases and criminal prosecution to assist in resolution of crimes committed in around statebuildings or property. Directs and reroutes traffic around fire and other disturbances. Provides information and assistance to visitors and stranded motorists.

## **KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:**

The Knowledge, Skills and Abilities listed below, along with the Minimum Education and Experience requirements, are REQUIRED to qualify for this position. We will not review resumes in lieu of Experience and Education listed on the application. Click these links for additional information: [Introduction to the Job Application](#) and [Addressing Knowledge, Skills and Abilities](#). (Note: These links were created for applicants of Dept. of Public Safety jobs and may not reflect the policies or procedures of other State agencies.)

To qualify for this position, applicants must document on the application that they possess ALL of the following:

Must possess a current North Carolina Basic Law Enforcement Training Certification.

**(Possession of your certification must be shown on your application)**

- **MANAGEMENT PREFERENCES:**
- Knowledge of criminal and traffic laws.
- Knowledge of investigative techniques and case preparation requirements for standard traffic and criminal cases.
- Knowledge of standard law enforcement equipment, its care and safe use according to Departmental Policy
- Knowledge of the court process and how to clearly and concisely present evidence.
- Ability to communicate effectively through interpersonal interactions and written documentation.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

High school or General Educational Development (GED) diploma.

### **Necessary Special Qualifications**

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Education and Training Standards Commission.

**Below is the link that will take you directly to SCP's Police Officer I application:**

[https://www.governmentjobs.com/careers/northcarolina/jobs/3138708/police-officer-i?department\[0\]=Dept%20of%20Public%20Safety&sort=PositionTitle%7CAscending&page=23&pageType=jobOpportunitiesJobs](https://www.governmentjobs.com/careers/northcarolina/jobs/3138708/police-officer-i?department[0]=Dept%20of%20Public%20Safety&sort=PositionTitle%7CAscending&page=23&pageType=jobOpportunitiesJobs)