

## POLICE OFFICER

### 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 pound 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 or equivalent required. Completion of basic law enforcement training; or an equivalent combination of education and experience. Desirable Experience and Education. Candidates with a two or four year degree in law enforcement or equivalent course study will be given preference in the selection process.

#### 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.

#### Class Pay Grade

Grade 13: \$37,220 - \$54,789

The starting salary for the selected candidate will be determined by qualifications, background, and experience.

#### Application Instructions

To apply please complete and submit a Sylva Police Department application via [www.sylvapolice.org](http://www.sylvapolice.org)

Sylva is an Equal Opportunity Employer.



## APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with the Sylva Police Department. The application process is a key component in ensuring that we meet your expectations as an employer and that your personality, skills, and work ethic meet our expectations of employees of our agency. We are committed to maintaining high ethical standards always stressing honesty and integrity.

The Sylva Police Department utilizes an employment selection and hiring process that is structured to ensure that prospective employees possess requisite knowledge, skills, abilities, and acceptable character traits. The purpose of the selection process is to produce effective and respected members of the Police Department by hiring qualified individuals. It is the policy of the Police Department to recruit, hire, train and promote employees without discrimination because of age, national origin, physical disability, political affiliation, race, religion, or sex.

The selection and hiring process includes many steps and can take up to four months to complete. This process is designed to fully examine each applicant's abilities and interest in employment with the Police Department. During the course of the hiring process, you will be asked to answer many questions and provide a lot of detailed information about your life. We expect you to be truthful and maintain a high level of integrity at all times. **If you provide false information or engage in deception during any part of the process, you will be eliminated from further consideration immediately.**

## SUBMITTING YOUR APPLICATION FOR EMPLOYMENT

Upon receipt of your completed application, the Sylva Police Department will review your application and available positions. You will receive written notification (via regular mail or e-mail) advising you of the status of your application. If at any point a decision is made to decline your request for hire and/or a position is not currently available, you will be notified in writing (via regular mail or e-mail) of this decision. The Sylva Police Department reserves the right to modify the employment recruitment and selection process at any time without prior notice.

## CONSEQUENCES OF FALSIFICATION, MISSING DEADLINES AND/OR APPOINTMENTS

**ANY** misrepresentation, falsification or omissions provided on **ANY FORM** during the selection and hiring process is just cause for rejecting your application. It will also disqualify you from submitting an application in the future for positions with the Sylva Police Department. In addition, missing a deadline or confirmed appointment during the selection and hiring process may cause you to be removed from the selection process.

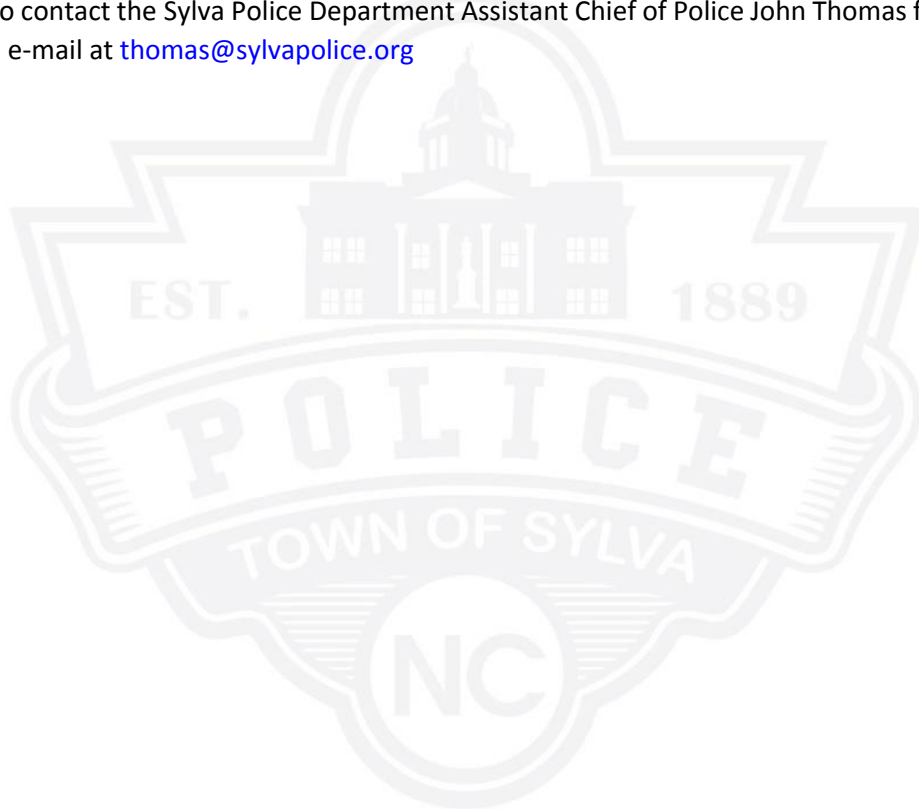


## COMPLETING THE APPLICATION FOR EMPLOYMENT

On the following page is a list of minimum requirements for positions within the Sylva Police Department. If you meet the minimum requirements listed for the job you are applying for, please complete the application on the following pages. Ensure that every question is answered.

### QUESTIONS

If you have any questions concerning the information required or the selection and hiring process, do not hesitate to contact the Sylva Police Department Assistant Chief of Police John Thomas for assistance via e-mail at [thomas@sylvapolice.org](mailto:thomas@sylvapolice.org)





**All applicants for the position must meet the following minimum requirements. Those who do not meet the minimum requirements will be disqualified from the process.**

**All positions:**

- High school graduate or the equivalent.
- Be of good moral character as determined by a background investigation.
- Must be authorized to work in the United States.
- Must be fingerprinted.
- Must pass a drug screening test.
- Must take a pre-employment written and oral psychological evaluation.
- Must take a pre-employment Certified Voice Stress Analysis examination.
- Must not be a current user of illegal drugs.
- Must make full disclosure of criminal charges and Domestic Violence Orders, both upon application and while employed.
- Must wear protective and/or safety equipment as mandated by OSHA and the Town of Sylva.
- Must not be married to or live in the same residence of an employee at the Sylva Police Department.

**In addition to the above, the following are required for:**

**Police Officer:**

- Must be a U.S. citizen.
- Must be at least 21 years of age at time of employment.
- Must be able to work a varied work schedule.
- Must have visual acuity sufficient to safely and efficiently perform the essential job functions.
- Must have a pre-employment medical examination by a licensed physician.
- Must not have been convicted of a felony or have any criminal action pending against you.
- Must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States.
- Must be vaccinated for Hepatitis B, have provided evidence of immunity or have signed a declination form within 10 days of initial employment.
- Must be certified as a sworn law enforcement officer by the North Carolina Standards and Training Commission.
- Must possess a valid North Carolina driver's license.
- Must not be prohibited by federal or state law from possessing a firearm.
- Must not have had certification as a peace officer permanently revoked in another state.



## APPLICATION FOR EMPLOYMENT

Answer each question on this form. If additional information must be submitted in relationship to a specific question, please submit this information on additional sheet(s). Please do not submit your resume or any additional paperwork at this time. Resumes are required at the next step in the process. Honesty is the most important part of the applicant's selection process. There will be a thorough background investigation conducted to verify all information. Be honest in all responses.

<b>Please print or type application.</b>			Date of Application	
<b>Applications must be completed in full.</b>				
	Last Name	First Name	Middle Name	
Mailing Address		City	State	Zip
County of Residence		Phone (where you can be reached) (   )	Alternate Phone	
E-mail Address				

### Availability

Are you currently or have you ever been an employee of the Town of Sylva local government?

Yes  No

If yes, date(s), department & position.

Do you currently reside in the same residence as, or are you married or related to, any person now working for the Sylva Police Department?  Yes  No

If yes, provide name and their relationship to you.

At the time of this application, are you over 21 years of age?  Yes  No

If hired, can you provide written evidence that you are authorized to work in the U.S.?  Yes  No

Are you willing to accept a salary within the advertised normal starting salary range?  Yes  No

Apart from absences for religious observances, check conditions that you are willing to accept.

Occasional:     night work     weekend work     overtime     rotating shifts     "on-call"

Regular:         night work     weekend work     overtime     rotating shifts     "on-call"

Frequent:       night work     weekend work     overtime     rotating shifts     "on-call"

Are you able to perform all the duties of the job that you have applied for?     Yes     No



Have you ever been convicted of a felony? If YES, please explain. NOTE: A conviction will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration.

Yes  No

Federal law requires males age 18 through 25 to register with the Federal government to comply with the Military Selective Service Act. North Carolina G.S. 143B-421.1 prohibits local governments from employing any males who have not complied with the federal Selective Service Registration regulations. If this requirement pertains to you, have complied with the Federal Law?

Yes  No  Not Applicable

Have you had disciplinary action taken against you in the past 12 months?  Yes  No  
If YES, please explain. (A YES will not automatically disqualify you.)

Have you ever been dismissed or forced to resign from any job held?  Yes  No  
Were you dismissed or forced to resign for disciplinary reasons?  Yes  No  
If YES to any above, explain. (A YES will not automatically disqualify you.)

**Education**

Check box of highest completed:  High school graduate  GED  AA  BS  Masters  Other

School Type	School Name/City/State	Graduated	Degree (if applicable)
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
GED		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Military Service**

Are you a veteran?  Yes  No

If yes, date of entry into active service	Date of Separation from Active Service	Type of Separation

**Training and Certifications:**

NC Basic Law Enforcement Officer Certified  Yes  No If yes, is it active with another agency?  Yes  No  
NC DCI Certified  Yes  No





**Special training programs and seminars you have completed in the last five (5) years (List):**

<b>Skills</b>	
NC Driver's License Number	List any previous states you have had a driver's license in
Foreign Language (specify)	
Computer Skills: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Power point <input type="checkbox"/> Access <input type="checkbox"/> Other (specify):	
Other relevant skills:	

<b>Work History (Use additional sheets if necessary)</b>		
Current or Last Employer		City/State
Job Title	Supervisor Name	Telephone Number
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Ending Salary		Duties:
Previous Employer		City/State
Job Title	Supervisor Name	Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Ending Salary		Duties:

Previous Employer		City/State
Job Title	Supervisor Name	Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Ending Salary		Duties:



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Previous Employer		City/State	
Job Title	Supervisor Name		Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)		Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Duties	
Ending Salary			

Previous Employer		City/State	
Job Title	Supervisor Name		Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)		Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Duties:	
Ending Salary			

Previous Employer		City/State	
Job Title	Supervisor Name		Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)		Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Duties:	
Ending Salary			

Previous Employer		City/State	
Job Title	Supervisor Name		Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)		Reason for Leaving



Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:
Ending Salary	

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, my application may be rejected, or if already employed, my employment may be terminated.

I further acknowledge that any or all information provided by me is subject to verification and I hereby authorize the Sylva Police Department to conduct a personal background investigation of me including any current or prior criminal arrests, convictions, criminal history, credit history, and driving history.

By my signature below, I authorize the Sylva Police Department to contact my current and/or former employers, as well as schools or other educational institutions that I may have attended, and obtain any information about my qualifications for employment including current or prior work history, scholastic ratings and records, and any other information they may have regarding me, whether or not it is in their records.

I also authorize my current and/or former employers and educational institutions to release any information requested by the Sylva Police Department.

<b>Signature of Applicant</b>	<b>Date</b>
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SUPPLEMENT TO TOWN OF SYLVA  
EMPLOYMENT APPLICATION

The Town of Sylva is an Equal Opportunity Employer. Please complete this form in order for us to comply with the reporting requirement for the Equal Employment Opportunity Commission. This form will be separate from your employment application. Other than the information you provide in Section I, the information on this form will not be used in any way in our selection process or for any personnel action following employment. It will be maintained in personnel files which must be kept confidential under State law. Public disclosure of this information without your consent would be a violation of state general statutes.

I. Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Date of Application: \_\_\_\_\_

II. Sex: (Please circle)                      Male                      Female

**INVITATION TO SELF-IDENTIFY**

PLEASE ANSWER THE FOLLOWING QUESTION

What is your race/ethnicity? Please circle the **one bold title** that describes the race/ethnicity category with which you primarily identify.

**Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American:** a person having origins in any of the black racial groups of Africa.

**Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Two or More Races:** a person who primarily identifies with two or more of the above race/ethnicity categories.

**DRUG SCREENING**

All *FINAL* applicants must pass a drug screening process. Further information will be provided at the appropriate time in the employment process.

**SELECTIVE SERVICE REGISTRATION**

If male and age 18 to 26, have you registered for Selective Service?

(Please circle)                      Yes                      No

If not, you will have 30 days to comply if selected for a position as required by Federal law.

**CERTIFICATION**

I certify that I have read and understand the information contained on this form, complied with the instructions provided, and have done so truthfully to the best of my knowledge.

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Signature

Date

An Equal Opportunity/Affirmative Action Employer