

GENERAL DESCRIPTION OF WORK

Positions in this banded class perform law enforcement work at a University campus or other State facility. With full powers of arrest, positions enforce the laws of the State and the United States Government. Positions have law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves patrolling an assigned area for response to complaints or calls and for detection of violations in the enforcement of State laws and applicable regulations. Duties include apprehending observed violators committing offenses, investigating violations or complaints in order to assess and handle cases, collection and preservation of evidence and the chain of custody, testifying in court proceedings and performing related work. Positions may serve as a patrol officer, detective squad member, crime prevention officer, or in some police organizations as a lead officer on an assigned shift.

CONTRIBUTING

Functional Competency	Examples of Work	Competencies
<p>Technical Knowledge</p>	<ul style="list-style-type: none"> • Complies with commonly applied regulations, policies, procedures, and general orders. Seeks clarification on more complex regulations or issues. • Operates police vehicle in accordance with law and department policies under routine and emergency circumstances. Conducts visible vehicular patrols on roadways and in parking areas. Inspects vehicles at the beginning/end of shift; account for vehicle equipment; report damages. • Operates vehicle equipment, in-car cameras, police radio, emergency lights, siren, rifle/shotgun rack, fire suppression equipment, AED, digital camera, vehicle unlock tools, flares, and Taser®, Mobile Data Computer and software, including CAD, RMS, CJLEADS, DCI, and NCAWARE as necessary and available. • Recognizes most frequently occurring motor vehicle code violations. Conducts motor vehicle stops utilizing appropriate officer-safety and procedural protocol. • Conducts traffic crash investigations for minor/lesser involved incidents, with no significant personal injuries presented, with minimal assistance. • Identifies drivers that may be impaired and conducts standardized field sobriety testing procedures to evaluate impaired drivers. • Differentiates between criminal and non-criminal acts and behaviors. Properly detain/arrest persons using proper subject control; transport/process arrestees. • Conducts investigations of misdemeanors and less serious felonies with assistance as necessary. • Follows established procedure in securing a crime scene; conducting legal searches; and submission of evidence. • Uses appropriate tactics and procedures upon response to fire alarms, burglar alarms, and panic alarms. • Conducts self-initiated security checks to protect people and property (exterior grounds and building walkthrough); lock and unlock as necessary. • Assists citizens/motorists (directions, stalled vehicles, night-time escorts, etc.). • Develops and works with community contacts to identify issues; assists in coordinating community programs. • Applies CPR when needed. • May have various assignments for special campus events/activities. • Assist in conducting crime prevention/community oriented policing programs as necessary. 	<ul style="list-style-type: none"> • Knowledge of criminal and traffic laws to regularly enforce criminal and traffic violations. • Knowledge of investigative techniques and case preparation requirements for the more routine traffic and criminal cases. • Knowledge of the standard law enforcement equipment, its care, and safe use according to Department General Orders. • Understanding and performance of community policing. • Maintains CPR, First Aid and other required certifications.
<p>Communication Skills</p>	<ul style="list-style-type: none"> • Transmits and receives information to dispatch in a clear and concise manner. • Transitions radio to proper channels based on routine radio traffic, officer-to-officer talk around, 	<ul style="list-style-type: none"> • Ability to communicate effectively through interpersonal interactions and written

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	<ul style="list-style-type: none"> special events, and/or multi agency response communications. Relays emergency information to the public clearly and properly. Uses proper questioning techniques to obtain available information from witnesses, victims, and suspects; ability to explain required actions to all including other PSOs. Provides complete and detailed documentation on departmental and state forms. Records facts and prepares reports to document investigations. Develops prosecution summaries with minimal assistance. Testifies in court to provide evidence or act as a witness in traffic and criminal cases, or Grand Jury hearings. Is able to clearly articulate routine facts and circumstances of a basic case. Complies with student conduct requests and testifies as a witness at hearings. Provides assistance and support to others, including referral to support agencies. 	<ul style="list-style-type: none"> documentation. Knowledge of the court process and ability to clearly and concisely present evidence. Ability to use proper radio procedures in accordance with department regulations (ex. official 10-code list, clearance codes, and signal codes).
Organizational Awareness and Commitment	<ul style="list-style-type: none"> Complies with departmental policies, procedures, and General Orders. Applies department vision, mission and core values to daily work processes. Recognizes the roles and responsibilities of each position in the department organizational structure. Participates in periodic reviews, discussions, or revisions of the Department’s vision, mission, and core values. 	<ul style="list-style-type: none"> Understanding of Department vision, mission, and core values.
Problem Solving	<ul style="list-style-type: none"> Seeks information needed to make sound decisions. Enforces state or local laws. Reports and resolves traffic problems, safety concerns, hazards, etc. Reviews crime statistics, reports and other available information to modify patrol, crime prevention, and/or investigative efforts based on identified trends. Identifies problems, recognizes violations and recommends appropriate action. Assesses situation, available background information and makes determination as to proper course of action based on law, statutes and student code of conduct. Makes arrests and issues uniform state citations as necessary consistent with current case law and elements of the crime. Enforces University regulations and refers students and visitors to the appropriate University officials, as needed. 	<ul style="list-style-type: none"> Understanding of criminal activities and trends and ability to detect crimes.
Analytical and Conceptual Thinking	<ul style="list-style-type: none"> Identifies suspicious individuals, incidents, vehicles, etc. and intervenes as needed. Identifies the offense based on the information obtained during the investigation and takes appropriate action. Evaluates facts and circumstances to immediately differentiate between non-emergency and “first responder” situations. Responds accordingly. 	<ul style="list-style-type: none"> Differentiate between routine crimes, serious crimes, and emergencies and initiate appropriate action.

JOURNEY

Functional Competency	Examples of Work	Competencies
Technical Knowledge	<ul style="list-style-type: none"> Knows and complies with regulations, polices, procedures, and general orders without prompting or assistance. Investigates traffic accidents with property damage and minor personal injury including more detailed diagrams and basic measurements, with minimal assistance. Demonstrates proper officer safety techniques when dealing with motor vehicle stops, subjects, suspects, suspicious person, and arrestees, including higher risk situations. Demonstrates ability to function as chemical analyst while processing a DWI arrest. 	<ul style="list-style-type: none"> Knowledge of investigative techniques for misdemeanor and less serious felonies. Knowledge of the requirements to obtain a search warrant and the warrant issuance process. Knowledge of crime scene management and fingerprint lifting tools and techniques. Ability to recognize community problems,

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	<ul style="list-style-type: none"> • Operates and appropriately uses latent print kits and Narcotic Test Kit as needed. • Operates speed detection devices (radar). • Understands campus crime activities and trends. • Conduct juvenile detentions, interviews, and referrals to community resources, court counselors, parents/guardians, etc. • Performs basic processing of crime scenes. Requests proper assistance with more demanding crime scenes. • Conducts investigations of misdemeanors and less serious felonies. • May act as a team leader under Incident Command. • Provides on-site support and proper referrals to victims of crime or others needing assistance due to some type of trauma or distress based on interactions and observations. • Makes recommendations through chain of command for crime prevention and campus safety-related solutions based on self-identified problem areas. 	<p>analyze alternatives, recognize solutions and follow-up.</p> <ul style="list-style-type: none"> • Knowledge of criminal statutes and case law for initial and follow up investigations. • Maintains CPR, First Aid and other required certifications.
<p>Communication Skills</p>	<ul style="list-style-type: none"> • Uses Department protocol for codes and/or plain language on a consistent basis. Avoids transmitting sensitive information via radio-and uses other mechanism when appropriate. • Uses proper interrogation skills to legally obtain incriminating information. • Obtains/writes search warrants with assistance as needed. • Develops prosecution summaries without assistance. • Testifies in court and is able to clearly articulate facts, circumstances, actions, and responses under pressure. Maintains proper voice control, inflection, and non-verbal behaviors. • Conducts crime prevention and campus safety programs and presentations with minimal assistance. 	<ul style="list-style-type: none"> • Ability to relate to individuals and community groups and plan and conduct community programs. • Ability to communicate effectively through interpersonal interactions and written
<p>Organizational Awareness and Commitment</p>	<ul style="list-style-type: none"> • Participates in periodic reviews, discussions, or revision of the Departments vision, mission and core values. • Communicates with immediate supervisor professional goals, and career path. Pursues relevant training and professional development consistent with department vision, mission, values and strategic plan. • Identifies areas of deficiency within the department and recommends corrective action or improvement methods to the appropriate department personnel. • Promotes positive work environment and strives to meet performance expectations on a consistent basis. • Promotes collaborative efforts among officers and other members of the University community. • Uses chain of command in a proper fashion to ask for clarification on Department decisions. • Make suggestions for improvements in Department operations. 	<ul style="list-style-type: none"> • Understanding of the Career Development Program to discuss career interests and career path selection. • Understanding of Department vision, mission, and core values.
<p>Problem Solving</p>	<ul style="list-style-type: none"> • Recognizes and implements crime prevention techniques. • Recognizes environmental factors that can influence criminal activity • Identifies community problems, analyzes alternatives, recommends solutions, and conducts follow-up. • Employs SARA (Scanning, Analysis, Response and Assessment) Model or other traditional problem solving models to address identified problems. 	<ul style="list-style-type: none"> • Ability to initiate, complete, and properly document problem-solving projects focused on crime, fear of crime, and quality of life issues. • Ability to distinguish and determine violations and take appropriate action with minimal supervision.

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	<ul style="list-style-type: none"> Identities problems associated with crime prevention, enforcement, traffic patterns/flow, parking, quality of life, and other department or community needs and makes suggestions for improvement. 	
Analytical and Conceptual Thinking	<ul style="list-style-type: none"> Recognizes suspicious persons, incidents, vehicles and/or activity and takes appropriate actions to detain, question, release, or arrest suspects. Initiates the role of the Incident Commander under the Incident Command System when necessary until relieved by higher authority or more qualified personnel. Determines when it's appropriate to make arrest versus issuing a citation or other method of enforcement. Determines the appropriate criminal charge when taking enforcement action. Participates with more senior level officers in their planning process for warrant service. Applies key guidelines for assessing deception, untruthfulness, or other contradictory signs/statements in interviews and interrogations. 	<ul style="list-style-type: none"> Ability to use discretion during criminal investigations, arrests, warrant service, and interaction with members of the community.

ADVANCED

Functional Competency	Examples of Work	Competencies
Technical Knowledge	<ul style="list-style-type: none"> Knows comprehensive regulations, policies, procedures, general orders; and is able to provide clarification when in the field with less experienced officers. May investigate traffic accidents with serious injuries and fatalities involving detailed measurements and/or reconstructionist activities. Takes charge of serious situations or critical incidents when a supervisor is not present. Acts as a squad or unit lead officer for operations in the absence of the supervisor. Acts as Incident Commander in major events until relieved by higher or more qualified authority. Acts as supervisor during special events as assigned. Obtains/writes search warrants without assistance and assist others in writing search warrants when necessary. Conducts investigations of more serious felonies. Uses effective interview/interrogation techniques to acquire incriminating statements/confessions in cases, especially where physical evidence is scarce. Applies extensive, detailed, and most up-to-date knowledge of criminal statutes and case law to initial and follow-up investigations. Applies proper constitutional protections, statutes and case law relative to searches or persons, places, and items of property, even in the most complex situations. Able to assist less experienced officers as needed. Performs advanced processing of crime scenes. Assists other officers in the development of prosecution summaries. Performs special event duties associated with addressing problems that arise, or changes to be made to the detail when a supervisor is not present. Reviews student criminal cases, develops summary of facts/circumstances, and testifies at student hearings. Provides input into the student conduct process. 	<ul style="list-style-type: none"> Knowledge and understanding of commander role during special events. Knowledge of investigative techniques and case preparation requirements for more serious traffic and criminal cases, generally felonies or fatalities. Knowledge of criminal and traffic laws in processing of crime scenes. Ability to plan and develop community programs. Ability to conduct security surveys, crime prevention programs and safety and self-defense training. Maintains CPR, First Aid and other required certifications.

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<p>Communication Skills</p>	<ul style="list-style-type: none"> • Transmits and receives information in a calm, clear, concise, accurate manner under a range of circumstances from routine to stressful critical incidents. • Demonstrates ability to use Microsoft Excel, Word, and PowerPoint. • Conducts roll-call (attendance check) training sessions for work groups within the department and in the community. • May utilize Crisis Intervention Team tactics to take appropriate actions when dealing with special populations. • Contacts appropriate key departmental/University officials when necessary to relay information in the absence of a supervisor. • Completes required field training documents accurately, completely, and in a timely manner. • Testifies in court and is able to clearly articulate facts, circumstances, actions, and responses in a calm voice and professional manner when faced with contentious cross-examination in major criminal or traffic fatality cases. 	<ul style="list-style-type: none"> • Ability to develop/design presentations and training materials. • Ability to employ formal conflict resolution and mediation skills. • Ability to communicate effectively through interpersonal interactions and written
<p>Organizational Awareness and Commitment</p>	<ul style="list-style-type: none"> • Recommends revisions to department framework of vision, mission, and core values. Clarifies application of department framework into proper decision-making behaviors for officers with less experience. • Serves as a resource to lower level Public Safety Officers. • May function as field training officer. Shares expertise with other officers in all technical knowledge areas – policies/procedures, criminal law, and procedure, investigations, jurisdiction, geography, patrol techniques, enforcement tactics, etc. • May train new officers in departmental/ University policies and procedures, law enforcement tactics and techniques, and criminal law and procedure. • Instructs new officers in the department’s vision, mission, and core values. 	<ul style="list-style-type: none"> • Ability to develop new officers by conducting field-training program.
<p>Problem Solving</p>	<ul style="list-style-type: none"> • Conducts building vulnerability analyses utilizing Crime Prevention through Environmental Design (CPTED) guidelines. • Develops and implements detailed action plans to address environmental crime prevention issues. • Initiates and plans selective traffic enforcement activities, such as traffic surveys, checkpoints, and educational programs. • Utilizes crime statistics data and reports to determine course of action to address identified crime trends. 	<ul style="list-style-type: none"> • Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
<p>Analytical and Conceptual Thinking</p>	<ul style="list-style-type: none"> • Identifies critical incident situations, related information, and initiates implementation of proper incident command system structure pending supervisory presence. Serves as initial “command” until relieved by higher level authority. • May plan the strategy for execution of serious arrests, high-risk search warrants and/or other field situations requiring a thoughtful analysis and planned strategic approach. • Generates crime and traffic data analysis reports and disseminates to relevant personnel with recommendations on how they can use the information to modify their work and increase effectiveness in the field. 	<ul style="list-style-type: none"> • Ability to independently perform detailed and advanced assignments without direct supervisory intervention.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalency. Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards

Commission or the ability to achieve certification within one year of employment. Additional Education and Experience will be necessary for progressive steps (Journey and Advanced).

SPECIAL NOTE

This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions. Ability to create and maintain collegial working relationships with customers and co-workers, contribute to a positive and inclusive work environment, and serve as a productive team member is expected in all positions.