



Employment Opportunity

POLICE OFFICER

Department: Police Department

Position Type: Full-Time

Reports To: Police Chief

Salary: \$50,000.00

Application Deadline: Open Until Filled

POSITION SUMMARY

The Town of Coats Police Department is seeking a motivated, professional, and community-minded **Police Officer** to join our department. The Police Officer performs a full range of general law enforcement duties to protect life and property, promote public safety, prevent and address criminal activity, enforce state laws and local ordinances, and provide professional police services to the residents and visitors of the Town of Coats.

The Town of Coats is committed to maintaining a professional, dedicated, and well-trained police department. Officers are expected to demonstrate high moral character, personal integrity, sound judgment, professionalism, and a commitment to serving the community.

This position involves routine and emergency law enforcement work, including patrol, responding to calls for service, traffic enforcement, preliminary and follow-up investigations, arrests, report preparation, community engagement, crime prevention, and court testimony. Officers may also be assigned specialized duties or assignments based upon the needs of the Department and the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties represent the general responsibilities of the position. Specific assignments and duties may vary based upon departmental needs.

- Conducts routine, directed, and high-visibility patrol throughout the Town of Coats, including residential neighborhoods, businesses, public facilities, schools, parks, and other areas as assigned.
- Patrols by police vehicle or on foot and maintains an active awareness of people, places, conditions, and activities within assigned areas.

- Responds promptly and appropriately to calls for service, complaints, suspicious activity, disturbances, domestic incidents, emergencies, and requests for assistance.
- Assesses situations and determines appropriate law enforcement, problem-solving, conflict-management, de-escalation, or enforcement actions based upon the circumstances.
- Prevents and detects criminal activity through patrol, observation, investigation, community engagement, and other authorized law enforcement activities.
- Conducts security and property checks and examines buildings, doors, windows, and premises for unusual or suspicious conditions.
- Identifies and reports hazardous or unsafe conditions that may affect public safety, including roadway, traffic, environmental, or property hazards.
- Conducts preliminary and follow-up investigations of suspected criminal activity and other incidents through observation, interviews, questioning, evidence collection and preservation, records review, and other appropriate investigative methods.
- Conducts criminal and driver's license checks and other authorized law enforcement inquiries.
- Executes lawful arrests and processes arrested persons in accordance with applicable law and Department procedures.
- Serves or assists with the service of legal process, including citations, subpoenas, warrants, and other lawful documents.
- Executes search warrants and other lawful processes as authorized.
- Issues citations, summonses, warnings, and other legal documents as authorized.
- Enforces state laws and Town ordinances in a fair, professional, and consistent manner.
- Investigates traffic crashes, secures and manages crash scenes, provides traffic control, documents relevant information, and takes appropriate enforcement action.
- Conducts traffic enforcement and participates in traffic safety initiatives, including speed enforcement using radar and other authorized equipment.
- Directs vehicular and pedestrian traffic during emergencies, traffic congestion, public gatherings, special events, and other circumstances requiring traffic control.
- Responds to alarms and other emergency situations; secures scenes; identifies points of entry; apprehends suspects when appropriate; preserves evidence and crime scenes; and coordinates with other emergency personnel and law enforcement agencies.
- Provides assistance and appropriate support to victims, witnesses, and other individuals involved in police incidents.
- Provides security and assistance during special assignments and emergency situations, including fires, hazardous conditions, threats, evacuations, public disturbances, and other emergencies.
- Maintains order and provides security at public gatherings, community events, Town facilities, schools, and other locations as assigned.
- Provides a visible law enforcement presence throughout the community and participates in crime prevention and community-oriented policing activities.
- Builds and maintains positive, professional relationships with residents, businesses, community organizations, schools, Town officials, and other members of the public.
- Advises members of the public regarding applicable laws, Town ordinances, and available services when appropriate.

- Operates police radio and communications equipment to receive and communicate information and instructions with dispatchers, communications personnel, and other officers.
 - Uses Department-approved computers, mobile data systems, software applications, and other technology to prepare reports, conduct authorized research, access law enforcement information, and perform other law enforcement functions.
 - Prepares clear, accurate, complete, and timely reports and documentation, including incident reports, offense reports, traffic crash reports, affidavits, citations, case files, memoranda, and other required documentation.
 - Maintains issued equipment, firearms, vehicles, uniforms, and other Department property in proper working condition and reports deficiencies or needed repairs.
 - Provides testimony in court regarding incidents, arrests, investigations, citations, and other matters within the officer's knowledge or responsibility.
 - Participates in required and job-related training to maintain knowledge, skills, certifications, and proficiency necessary to perform assigned duties.
 - Works cooperatively with other Town departments, local and state law enforcement agencies, emergency services, schools, community organizations, and other governmental entities.
 - Performs other related duties as assigned.
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KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should demonstrate:

- Knowledge of applicable federal and North Carolina laws, regulations, and local ordinances.
- Knowledge of general law enforcement principles, practices, procedures, and equipment.
- Knowledge of laws and procedures relating to arrest, search and seizure, traffic enforcement, criminal investigations, and public safety.
- Knowledge of crime prevention, detection, investigation, evidence preservation, and identification practices.
- Ability to interpret, apply, and explain applicable laws, regulations, and ordinances.
- Ability to communicate clearly, professionally, and effectively with members of the public, coworkers, supervisors, Town officials, and other agencies.
- Ability to exercise sound judgment and make appropriate decisions during routine, rapidly developing, and emergency situations.
- Ability to remain calm, professional, and decisive under stressful conditions.
- Ability to use appropriate communication, de-escalation, conflict-management, and self-defense techniques.
- Ability to conduct effective investigations and accurately document findings.
- Ability to prepare clear, concise, accurate, and complete reports and other documentation.
- Ability to provide credible and professional testimony in court.
- Ability to safely and proficiently operate firearms and other law enforcement equipment.

- Ability to operate computers, mobile data systems, police radio equipment, and other technology used in law enforcement operations.
 - Ability to establish and maintain positive and professional relationships with members of the community.
 - Ability to work effectively as a member of a team and maintain productive working relationships with coworkers, supervisors, other agencies, and Town officials.
 - Ability to demonstrate integrity, accountability, dependability, professionalism, and respect in all interactions.
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MINIMUM QUALIFICATIONS

Applicants must:

- High school diploma or equivalent.
 - Must be a minimum of 21 years old.
 - Must be a U.S. Citizen or resident alien who is eligible and has applied for citizenship at least one year prior to the date of application.
 - Not have any felony, domestic violence or misdemeanor assault convictions; No convictions for crimes punishable for over two years' imprisonment
 - Must be a certified law enforcement officer in good standing with the North Carolina Criminal Justice Education and Training Standards Commission.
 - Must possess and maintain a valid North Carolina driver's license.
 - Must meet all minimum certification, training, and qualification requirements established by the North Carolina Criminal Justice Education and Training Standards Commission.
 - Must successfully complete any required background investigation, drug screening, physical examination, psychological evaluation, and other pre-employment requirements established by the Town of Coats and/or Police Department.
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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The employee must be physically capable of performing the essential functions of the position. Law enforcement work may require prolonged periods of standing, walking, sitting, driving, running, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, carrying, grasping, and other physical activities.

The position requires the ability to safely operate a police vehicle, respond to emergency situations, pursue or restrain individuals when necessary, and safely use firearms and other law enforcement equipment.

The employee must possess the visual and auditory acuity necessary to perform law enforcement duties safely and effectively and must be able to distinguish people, objects, conditions, and activities while conducting patrol and investigations.

Employees may be exposed to dangerous persons, traffic hazards, hazardous environments, bodily fluids, communicable diseases, and other conditions inherent to law enforcement work.

Work Environment

Police work involves routine exposure to potentially dangerous and stressful situations and requires officers to work varying schedules, including nights, weekends, holidays, and overtime as necessary to meet the needs of the Department.

Officers are expected to comply with all applicable federal and state laws, Town ordinances, Department policies and procedures, safety requirements, and established law enforcement practices.

COMPENSATION AND BENEFITS

The Town of Coats offers a competitive salary and comprehensive benefits package. The anticipated salary for this position is **\$50,000.00**, depending upon qualifications and experience.

Benefits may include:

- Health, dental, and vision insurance;
- Participation in the North Carolina Local Government Retirement System;
- 401(k) retirement plan and applicable Town contributions;
- Paid vacation leave;
- Paid sick leave;
- Paid holidays;
- Life insurance;
- Short-term and/or long-term disability benefits, as applicable;
- Professional development and training opportunities; and
- Other benefits as provided in accordance with Town Policies.

HOW TO APPLY

Interested candidates should provide a detailed employment history demonstrating relevant law enforcement experience, knowledge of police operations and procedures, sound judgment and decision-making skills, effective communication and interpersonal skills, investigative and problem-solving abilities, and a demonstrated commitment to public safety, professional conduct, and service to the community. Candidates are encouraged to highlight significant accomplishments, specialized training, certifications, community service, and other experience that demonstrates their qualifications for the position.

A completed Town of Coats employment application, a detailed resume, a cover letter, and any other materials requested should be sent to: **Jade Stone**, Human Resources Administrator, at:

Via Mail:	Via Email:	In Person:
Attn: Human Resources Dept. Town of Coats P.O. Box 675, Coats, NC 27521	hrtownclerk@coatsnc.org Please include “Police Officer” in the subject line of your email.	25 East Main St. Coats, NC 27521

The Town of Coats is an Equal Opportunity Employer.

This job description is intended to describe the general nature and level of work performed in this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. Duties may be assigned or modified as operational needs require.