



Hamlet Police Department

Patrol Officer Duties

Primary Purpose of the Position

The purpose of this position is to enforce state, local, and federal laws while answering calls for service within the City of Hamlet. The Patrol Officer will exhibit sound professional law enforcement practices by delivering efficient and effective law enforcement and public safety services to the citizens of the City of Hamlet.

Change in Responsibilities or Organizational Relationship:

The Patrol Officer will report directly to the Patrol Sergeant and or Patrol Corporal in the absence of the Patrol Sergeant. The Patrol Officer has no direct reports.

Perform the following and other duties as assigned by the Patrol Sergeant, Patrol Corporal and or Patrol Lieutenant.

1. Respond to and answer calls for service within the City of Hamlet.
2. Complete timely and accurate reports.
3. Enforce local ordinances, state and federal law when required to do so.
4. Complete assigned and mandated training as directed.
5. *Plan and organize work and allocate necessary resources to achieve established objectives, focus initiative and action appropriately on priorities and objectives.*
6. Perform duties and assignments with tenacious focus and determination; effectively use work hours; accept personal responsibility for work; demonstrate a "can-do" attitude; continuously strive to resolve issues aiming for successful outcomes.
7. Demonstrate consistent reliability for accomplishing tasks and performing duties within an expected time frame.
8. Maintain a work environment that is marked by respect for others; that values inclusiveness and builds workforce diversity; and that fosters cooperation, teamwork, and innovation. Observe safety standards in the workplace. Monitor, report, and participate, as appropriate, in resolving potential safety and security issues.



Education and Experience Required: 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.

Preferred Qualifications:

Associates Degree in Criminal Justice or related field.

Competencies: Knowledge, skills and abilities required in this position:

Technical Knowledge: Knowledge of law enforcement operations, state, local and federal laws, and community policing efforts.

Communication Skills Ability to interpret new laws, ordinances, rules, and policies. Ability to respond in a timely and appropriate manner to internal and external communications.