

## **Tarboro Police Department Officer Candidate**

### **Job Description / Responsibilities**

Candidate position 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, performing investigative work and executing related assignments. Work is performed under the direct supervision of a Police Corporal and Sergeant. The candidate is evaluated through observation, discussion and review of reports for adherence to laws, department procedures, and proper judgment.

Candidates must be 20 years of age, have a high school diploma, a N.C. driver's license with a good driving record and the ability to meet North Carolina Criminal Justice Commission Standards. Candidate must be BLET certified and proficient with computers.

### **Salary/Benefits**

Candidate must live within a 30 mile radius from the corporate limits of the town or be able to do so within 60 days. Excellent benefits and salary range from \$30,161 to \$48,201 annually.

### **Qualifications**

Candidates must demonstrate entry-level knowledge of police methods, practices and procedures. ; while also the ability to apply this knowledge. Candidate should have general knowledge of the geography of the County and the location of important landmarks and buildings or the ability to acquire this knowledge rapidly; ability to deal courteously but firmly with the general public; demonstrated ability to understand and carry out oral and written instructions, and to prepare clear and comprehensive reports; must be able to act without immediate supervision and exercise independent judgment in meeting emergencies; physical ability to perform job tasks; and the ability to establish and maintain effective working relationships with co-workers and the general public. Must be high school graduate or possess GED supplemented by at least fifteen recruitment and selection guidelines. An Associate's Degree or above is preferred but not required.

### **Special Requirements**

Applications can be obtained by contacting Vivian Washington, Town of Tarboro Human Resources Director at 252-641-4244.

**INEXPERIENCED and LATERAL POLICE OFFICER  
APPLICATION PACKET INSTRUCTIONS**

**What Documents Should I Gather for My Application Packet?**

You will need all of these documents in your application packet when you return it to the Human Resource Development Department:

1. Completed Application
2. Authorization and Release to Obtain Information \*\*\* *Print/Sign and notarize*
3. Copy of valid Drivers License
4. Birth Certificate (Certified Copy or Original)
5. High School Diploma (Certified/Notarized Copy, Original, or Transcript)  
(Correspondence High School Diploma are not accepted.)
6. G.E.D. Certificate and test scores\High School Equivalency (Certified/Notarized Copy, Original, or Transcript)
7. Military DD214 Member Copy #2 and or #4 (if you are a military veteran)  
\*\*\* *To access your DD214 please visit <http://www.archives.gov/veterans/> \*\*\**
8. Basic Law Enforcement Training (BLET) Certificate for lateral applicants (including out-of-state applicants) or applicants that have graduated BLET within the last 12 months.
9. Complete a N.C. Department of Justice F-3 form online visit [www.ncf3.com](http://www.ncf3.com)  
\*\*\* *Print/Sign and notarize*

**Lateral Out of State Applicants** – must also submit all of the following with your application packet:

1. A signed letter from your Chief/Sheriff or your authorized representative, stipulating exactly how long you have been a sworn officer with their department (cannot be a detention officer).
2. A certified breakdown from your state Post agency indicating what subjects were taken during your academy training, how many hours for each subject and total number of hours for the academy.
3. Certified driving history from your State DMV

**What Else Should I Include?**

When completing your application, please remember to:

- Include all of your residences you have lived for the past 10 years
- Include every employer for whom you have worked for the last 10 years, even if the business is now closed. Include temporary, seasonal, part-time and volunteer jobs.
- Review all the information you have provided for accuracy.

The information requested of you is very important in the consideration of your application. It is imperative that you provide **all** of the information requested; information must also be accurate and legible.

<b>Mail or Return your completed packet to:</b>	<b>For questions call:</b>
Town of Tarboro Human Resources 500 Main St. Tarboro, NC 27886	Human Resources Officer (252) 641-4244 Patrol Lieutenant (252) 641-4283



## **POLICE OFFICER**

### **Informational Packet**

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### **About the Position:**

A Police Officer performs a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; to perform investigation activities; and to perform a variety of technical and administrative tasks in support of the Police Department.

### **Police Officer Essential Job Functions:**

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions used by factors such as fog, smoke, rain, ice and snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles.
- Conduct visual and audio surveillance for extended periods of time.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrate communications skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

## **Police Officer Essential Job Functions:** *(continued)*

- Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
  - Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
  - Put on and operate a gas mask in situations where chemical munitions are being deployed.
  - Extinguish small fires by using a fire extinguisher and other appropriate means.
  - Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
  - Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprints impressions.
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## **Requirements:**

- Age 20 ½ years at the time of the academy start date
- U.S. Citizen (if naturalized, must provide documentation)
- High School Graduate Diploma OR GED Graduate Certificate.
- Licensed to drive for a minimum of 1 year, with no loss of license within the past year
- Acceptable driving record.
- 5 yr driving history from the DMV in any state for which you held a Driver's License
- No felony and limited misdemeanor convictions
- Willing to submit and successfully pass pre-employment drug screen and physical
- Good Physical Condition as required by the job functions
- Good Moral Character
- At least General to Honorable discharge from the military

## **Lateral Applicant Additional Requirements:**

- BLET (Basic Law Enforcement Training) Course within the past 12 months
- **OUT OF STATE CANDIDATES** must have 2 years of full-time sworn experience (Law Enforcement Certification Course does not count towards the 2 years)
- You must not have been out of the law enforcement field for more than one year.

## **Qualifications:**

Join our Team today; Tarboro Police Department Officers are entrusted with the responsibility to keep our Town safe from crime and corruption. Therefore, a history of ethical and moral behavior is of the utmost importance. Your background will be looked at very closely. Applicants who have a history of unethical or immoral behavior will not be hired. You will be subjected to an intensive background evaluation, which will include, but is not limited to, the following:

- Your past behavior and the choices you have made must demonstrate positive traits that will support your candidacy for Police Officer and reflect favorably on your character.
- You must have a history of lawful conduct.
- You must possess high standards of honesty and integrity as demonstrated by your dealings with individuals and organizations. Falsifying, misrepresenting, or omitting information on any document or during the selection process will be closely scrutinized.
- You must respect the rights of all people and have an appreciation for the diversity that characterizes the Town of Tarboro. A history of domestic violence, physical altercations, or discourteous, abusive, or violent treatment of others may indicate a lack of self-discipline, an unwillingness or inability to cooperate, or a disregard for the rights of others.
- Your employment and military (if applicable) histories must demonstrate the motivation and success-orientation needed to succeed as a Police Officer.

## **Hiring Process:**

The application process from start to finish may take 2 to 3 months. Successful completion of this process does not guarantee employment. The Tarboro Police Department reserves the right to hire any candidate from the list depending on the department's needs.

1. Complete and submit all applications.
2. Criminal History and Driving History Review
3. Complete an oral Interview
4. Submit to a background Investigation
5. Sign Conditional offer for Probationary Employment
6. Pass a physical examination administered by a practicing physician in the State of North Carolina.
7. Drug testing.
8. Complete a psychological evaluation.



**Authorization and Release to Obtain Information**

I, \_\_\_\_\_ authorize the Town of Tarboro to conduct a background investigation in connection with my application for employment.

I understand that I will not receive, and am not entitled to, a copy of the report of the investigation or to know its contents. I further understand that the contents of this report are privileged. I agree to give any further information that may be required in reference to my past record. I fully understand that all information gained for such investigation is confidential and will be released only to authorized persons in the employment process.

This investigation may include information from educational institutions, previous employers, military units and organizations, all US Government agencies to include the Office of Personnel Management (OPM), Department of Motor Vehicle records in any state, any physician or medical records, insurance companies, police or court records, tax and property records, personal references, developed references, and any other appropriate sources. I authorize the release of any information that the Town of Tarboro may request from the above sources. I also authorize my former or current employers to give any information regarding my employment; together with any information they may have regarding me, whether or not it is in their records.

I also understand that if I am currently employed as a law enforcement or correctional officer, or by a law enforcement or criminal justice related agency of any type, the results of this background investigation may be made available to my current employer, whether or not I am offered employment by the Town of Tarboro.

I hereby release the Town of Tarboro, North Carolina, or any of its agents or representatives, and any person or entity so furnishing such information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information for the investigation made by the Town of Tarboro.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the forgoing signature to be his/hers, and having been duly sworn by me, made oath that the statements in said instrument are true.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_ My commission expires \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public (Type or Print) Name

(Official Seal)