

Job Number: 0535
Job Title: Public Safety Officer
Date: 04-2019

Primary Reason Why Classification Exists

To perform specialized law enforcement and fire service work to protect life and property in the City.

Distinguishing Features of the Class

An employee in this class performs a full range of specialized law enforcement and fire service duties. In law enforcement, work includes patrolling the City during an assigned shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. In fire service, the employee is responsible for the safe and efficient operation of a fire engine in route to a fire scene, and for fighting fires inside or outside structures. Work includes the operation of pumps and other equipment at fire scenes and the maintenance of departmental equipment, buildings and grounds. Work standards and procedures are well established and understood; however, considerable independence and judgment are required of the employee during response to law enforcement incidents.

Employees must exercise judgment, initiative and calm control when performing duties; more difficult problems are normally carried out under the direction of or in conjunction with a Public Safety Lieutenant or Captain assigned to the same shift. 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 superior officers.

Work is performed under the general supervision of the shift supervisor and is evaluated through observation and inspection at the scene, through monitoring radio traffic, reviewing reports, and through maintenance of training for adherence to laws, department procedures, and proper judgment.

Illustrative Examples of Work

Law Enforcement role:

- 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.
- Patrols streets in a police car; checks doors and windows; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities; provides preliminary medical assistance until advanced rescue crews arrive; assist with loading and transport.

- Performs investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; 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 detention facilities.
- Regulates and directs vehicular traffic at busy times, when traffic signal malfunctions, when accidents require, or other situations necessitate.
- Operates a two-way radio to receive instructions and information from or to report information to headquarters; maintains vehicle, weapons and other equipment in standards working order.
- Advises the public on laws and local ordinances; serves criminal and civil processes as needed.

Fire response role:

- Responds to fire or other incident calls in patrol vehicle or drives fire equipment to and from fire scenes, utilizing the shortest effective route; assures safe operation at high speeds; positions the apparatus.
- Connects pump to water source and hoses to the pump; maintains the correct pressure for the nozzles based upon the sizes and lengths of hoses, and fire conditions; observes gauges during firefighting operations to ensure that water pressure is correctly maintained; monitors radio transmission and relays messages as needed; sees that all equipment is available for use by fire personnel.
- Inspects pumping apparatus, ignition, batteries, brakes and other parts of the fire engine to assure that it is in satisfactory operating condition.
- Serves as firefighter in fires, working inside or outside the structure as conditions demand, performs search and rescue, attacks fires with hose or other equipment and/or chemicals, salvages personal property, returns equipment and apparatus to service.
- Performs routine maintenance of apparatus and other equipment; cleans and dries hose, inspects hose and connections for damage and wear, especially following a fire call.

Additional Duties

- Prepares records and reports of activities.
- May act as dispatcher in receiving emergency and routine calls from citizens needing police and rescue assistance and operating a two-way radio to dispatch other officers on the shift to the call.
- Attends lectures, studies manuals and participates in drills to stay abreast fire and law enforcement skills and knowledge.
- Assists stranded motorists; gives information and directions to visitors and the general public.
- Provides escorts of citizens making bank deposits; provide traffic escorts for funerals;
- Performs other related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of modern law enforcement and fire suppression principles, practices, and procedures
- Knowledge of departmental standard operating policies and procedures, and federal, state, and local laws and ordinances

- Knowledge of practices, materials, techniques, and equipment pertinent to job assignment
- Knowledge of the City's geography and location of streets, homes, businesses and buildings
- Knowledge of criminal human behavior when confronted with difficult situations
- Knowledge of effective communication practices including focused listening
- Knowledge of English grammar, sentence structure, and vocabulary
- Knowledge of the operation and uses of personal computers including word processing and database software
- Skill in the use of firearms, fire apparatus and other authorized law enforcement and fire service equipment and in the application of self-defense tactics
- Ability and willingness to act quickly and properly in emergency situations
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the general public
- Ability to express thoughts clearly both orally and in writing and to present effective court testimony
- Ability to work varied shifts and assignments
- Ability to work independently without close supervision and as a member of a team
- Ability to take charge of emergency situations until relieved by a law enforcement or fire superior
- Ability to develop a positive public image, exercise judgment in all situations, and demonstrate a positive attitude

Physical Requirements

Work in this class is defined as heavy work, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. When apprehending suspects who resist arrest or engaged in fire suppression, work is deemed as very heavy work requiring the exertion of over 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals or groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee is exposed to various hazards such as dangerous persons, working at heights, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Employee must be able to demonstrate continued physical fitness to withstand the rigors of a law enforcement officer and firefighter. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others. Physical demand requirements include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, fingering and grasping.

Working Conditions

Employee is exposed to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage,

dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Work place conditions include operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons many of whom have criminal records with little to no respect for law enforcement or who may be a threat to themselves or others. Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm

Education

Graduation from high school; an Associate's degree in Criminal Justice is preferred

Experience

Prior law enforcement experience is desired

Special Requirements

- Valid North Carolina Drivers' License
- Basic Law Enforcement Certification (BLET) as a law enforcement officer by the North Carolina Criminal Justice Education & Training Standards Commission (required to be continuously employed)

Preferred Trainings and Certifications

The following are trainings and certifications are preferred and the related skills are needed to be successful in the position, however the necessary training may be provided after hire.

- NC Certification as Firefighter I and II preferred, but employer will send employee to Fire Academy once hired
- Rapid Intervention Team Certification
- HAZMAT Level I Certification
- CPR/First Aid

FLSA Status: Nonexempt Section 7(k) of the FLSA

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Morganton reserves the right to assign or otherwise modify the duties assigned to this classification.

April 2019