

**I. 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.

**II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL**

Contributing	Journey	Advanced
Positions at this level are entry-level officers.	Positions at this level are fully functioning officers.	Positions at this level apply advanced level and/or specialized technical knowledge, communication skills, and problem solving skills.

**III. COMPETENCIES**

Competency	Definition
<b>Knowledge - Technical</b>	Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in areas of expertise.
<b>Communication Skills</b>	Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listens and respond appropriately to others.
<b>Organizational Awareness and Commitment</b>	Ability to understand the organization’s mission, the function of the specific work unit and how it works with other work units to serve the customer/client. Ability to understand the impact and implications of decisions on the community and other departments.
<b>Problem Solving</b>	Ability to Identify problems, determine possible solutions, and actively work to resolve the issues.
<b>Analytical and Conceptual Thinking</b>	Ability to identify issues, obtain relevant information, relate and compare data from different sources, and identify alternative solutions.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL****Knowledge – Technical**

Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in areas of expertise.

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>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.</p> <p>Knowledge of the standard law enforcement equipment, its care, and safe use according to Department General Orders.</p> <p>Understanding and performance of community policing.</p>	<p>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.</p> <p>Ability to recognize community problems, analyze alternatives, recognize solutions and follow-up.</p>	<p>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.</p> <p>Knowledge of criminal and traffic laws in processing of crime scenes.</p> <p>Ability to plan and develop community programs.</p> <p>Ability to conduct security surveys, crime prevention programs and safety and self-defense training.</p>

**Communication Skills**

Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Ability to communicate effectively through interpersonal interactions and written documentation.</p> <p>Knowledge of the court process and ability to clearly and concisely present evidence.</p>	<p>Ability to relate to individuals and community groups and plan and conduct community programs.</p>	<p>Ability to develop/design presentations and training materials.</p> <p>Ability to employ formal conflict resolution and mediation skills.</p>

**Organizational Awareness and Commitment**

Ability to understand the organization's mission, the function of the specific work unit and how it works with other work units to serve the customer/client. Ability to understand the impact and implications of decisions on the community and other departments.

Contributing	Journey	Advanced
Understanding of Department vision, mission, and core values.	Understanding of the Career Development Program to discuss career interests and career path selection. Ability to make suggestions for improvements in Department operations.	Ability to develop new officers by conducting field-training program.

**Problem Solving**

Ability to Identify problems, determine possible solutions, and actively work to resolve the issues.

Contributing	Journey	Advanced
Understanding of criminal activities and trends and ability to detect crimes.	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.	Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

**Analytical and Conceptual Thinking**

Ability to identify issues, obtain relevant information, relate and compare data from different sources, and identify alternative solutions.

Contributing	Journey	Advanced
Ability to differentiate between routine crimes, serious crimes, and emergencies and initiate appropriate action.	Ability to use discretion during criminal investigations, arrests, warrant service, and interaction with members of the community.	Ability to regularly perform detailed and advanced assignments without direct supervisory intervention.

**V. MINIMUM TRAINING & EXPERIENCE**

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.

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.