

Class Concept

This is law enforcement work performed at North Carolina state buildings and grounds. Enforces state laws and regulations within jurisdictional boundaries and responds to calls for assistance in State Government Complex. Investigates criminal offenses involving state property and state employees. Employees are responsible for the preparation of operational and investigative reports. Employees supervise Police Officer I's and II's and determine work schedules to ensure sufficient coverage. May reassign Police Officers as needed. Assists Police Officers with investigations and is responsible for providing on the job training of staff. Reviews the accuracy and completeness of a variety of reports submitted by subordinate personnel, such as incident reports, arrest reports, and traffic crash reports. Performs human resource duties to include interviewing, coaching, disciplining, and completing performance appraisals.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of investigative techniques and case preparation requirements for standard traffic and criminal cases.
- Thorough knowledge of and skill in standard law enforcement equipment, its care and safe use according to Departmental Policy.
- Thorough knowledge of criminal and traffic laws.
- Thorough knowledge of the laws relating to the rights of suspects, search, and seizure, maintaining the chain of evidence and arrest authority.
- Ability to act quickly and intelligently in emergency situations.
- Ability to communicate effectively through interpersonal interactions and written documentation.
- Ability to apply North Carolina laws to investigations.
- Ability to manage and direct employees in general patrol and traffic enforcement and investigative work.
- Ability to establish employee work expectations and review and assess squad performance based on standards.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and three years of experience in law enforcement work, or an equivalent combination of education and experience.

Necessary Special Qualifications

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Education and Training Standards Commission.