

Town of Woodfin

Police Officer - Job Description

Duties & Responsibilities

- Safeguard the citizens of Woodfin by proactively enforcing the laws of North Carolina and the Ordinances of the Town of Woodfin.
- Act as the initial point of contact for investigations and responsible for writing reports.
- Actively patrolling the Town of Woodfin while detecting and preventing possible crimes.
- Other duties as assigned

Minimum Qualifications

- Valid NC driver's license
- Have successfully completed Basic Law Enforcement Training (BLET) course in North Carolina and currently hold active North Carolina certification.
- Ability to pass an extensive background investigation and interview process
- Minimum of a High School Diploma or General Education Development (GED)
- The applicant must have the ability to perform the physical activities of the job

Experienced Officers could qualify for a higher scale based on their training, experience, and years of service.

The beginning Salary for a **probationary law enforcement officer** is **\$46,968.46** per year. After Six-month probation the officer will qualify for **POI \$49,324.24**. Qualified officers could receive a pay scale of **POII \$51,778.18** or **Senior Officer \$54,379.37**. See **Career Development Policy** on page 2 for details.

Other Benefits

- Take home patrol vehicle (cost free for Buncombe residents and adjoining counties)
- The Town of Woodfin officers a very competitive benefits package to include Health, Dental, Vision Insurance, 401(k), Tuition reimbursement (possible)
- Accrued sick and vacation time, and 13 paid holidays.
- Uniforms and duty equipment are provided.
- Credited years of service for lateral transfers as it pertains to longevity pay and leave accrual.
- Transferable sick leave for lateral transfers.
- **See link for a list of available benefits:**
[Employee Benefits \(woodfin-nc.gov\)](http://www.woodfin-nc.gov/EmployeeBenefits)

The Town of Woodfin is one of the fastest-growing communities and is committed to developing a workforce that is reflective of the diversity of our population. We encourage all highly motivated and qualified candidates to apply for these positions. This posting will remain in effect until all positions are filled.

Please apply by sending resume to: recruiting@woodfin-nc.gov.

Career Development Policy Segment:


College Degree – An Associate's, Bachelor's, Master's or higher degree from an accredited university or college. A college degree can be used to supplement years of service at the following levels:

- Associate's Degree – 2 years
- Bachelor's Degree – 4 years
- Master's Degree – 6 years

1011.3 MINIMUM EXPERIENCE AND REQUIREMENTS

POSITION	MINIMUM EXPERIENCE	MINIMUM REQUIREMENTS
Police Officer Trainee	0	<ul style="list-style-type: none"> • Meet Minimum requirements for enrollment into NC Basic Law Enforcement Training. • 20 Years of Age.
Probationary Police Officer	0-6 mos	<ul style="list-style-type: none"> • BLET completion, Probationary Certification
Police Officer I (Advancement)	6 mos - 2 yrs Sworn full-time*	<ul style="list-style-type: none"> • Successful Completion of Woodfin PD Field Training Program • General Certification • Division of Criminal Information certification • FEMA Training (ICS-100, IS-200, IS-700B, IS-800D)
Police Officer II (Advancement)	2 yrs Sworn full-time*	<ul style="list-style-type: none"> • EC/IR II and SFST certifications -and; • RADAR (or Time Distance) certification -and; • Minimum 120 hours training**
Field Training Officer***	4 yrs Sworn full-time (minimum 1 yr at WPD)	<ul style="list-style-type: none"> • Met conditions for Police Officer - II • Completion of NCJA Field Training Officer Course • Minimum 160 hours training** • Approval of Field Training Supervisor
Senior Police Officer*** (Advancement)	5 yrs Sworn full-time*	<ul style="list-style-type: none"> • Meets requirements for PO-II • Intermediate Law Enforcement Certification • Minimum 200 hours training**

See Page three for Pay/Classification Scale:



<u>Position</u>	FY2024 hourly	FY2024 Annually
Police Trainee	\$ 20.48	\$ 42,601.59
Probationary Police Officer	\$ 21.51	\$ 46,968.46
Police Officer I	\$ 22.58	\$ 49,324.24
Police Officer II	\$ 23.71	\$ 51,778.18
Senior Police Officer	\$ 24.90	\$ 54,379.37
Master Police Officer	\$ 26.13	\$ 57,078.70
Detective I	\$ 27.44	\$ 57,095.06
Detective II	\$ 28.81	\$ 59,946.31
Sergeant	\$ 28.75	\$ 62,796.38
Detective Sergeant	\$ 30.25	\$ 62,937.78
Lieutenant	\$ 33.29	\$ 69,247.91
Captain	\$ 34.95	\$ 72,706.81
Evidence Custodian I	\$ 20.79	\$ 43,236.13
Evidence Custodian II	\$ 21.83	\$ 45,409.62
Evidence Supervisor	\$ 22.92	\$ 47,676.60