

Police PACE Officer

An employee in this class performs a full range of general law enforcement duties with a primary responsibility of implementing the department Police and Community Engagement program (PACE). The PACE program is focused on building bridges between the police department and the community to enhance community trust, foster positive relationships, and improve police-community relations. Work involves identifying and developing opportunities for community engagement with the public; planning, organizing and implementing a variety of community events throughout the year; marketing and promoting engagement events and programs; serving as a liaison between the department and community groups; attending public meetings and special events; preparing records and reports on community engagement activities; and promoting the department in social media and the department website. Work also includes performing patrol duties, responding to calls for assistance, detecting and investigating disturbances and crime, performing traffic control work, apprehending suspects, serving warrants, and preparing and executing related assignments. 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. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed under general supervision and is evaluated through observation, conferences, and review of reports, public acceptance, and accomplishment of department and program goals.

JOB DUTIES:

- Identifies, develops, and implements methods and opportunities for community engagement to meet the needs of the public and ensure effective interaction with the diverse community.
- Plans, organizes, coordinates, and implements a variety of community programming including outreach events, programs, and activities.
- Secures sponsors, purchases supplies, solicits and coordinates volunteers, and organizes the delivery of programs and events.
- Organizes the annual National Night Out and Shop with a Cop programs for the department.
- Coordinates engagement activities and events with sponsors, partners, stakeholders, and the police department staff; serves as the point of contact for sponsors and groups involved in the implementation of events.
- Creates promotional materials to highlight department events, services, programs, and projects such as flyers, newsletters, website text and articles, news releases, and other community outreach resources.
- Attends public meetings and special events to take photos or videos to promote department communication efforts.
- Serves as a liaison with non-profit groups, agencies and other community groups; attends group meetings and offers supports on behalf of the Police Department; maintains communication channels for the public to request attendance at community meetings and events to foster participation and enable proactive engagement.

- Analyzes, researches, and prepares a variety of reports and records for community engagement activities.
- Maintains and enhances general neighborhood, residential, and business community social outreach.
- May engage with the community through social media discussions to enable proactive and positive interactions.
- Performs patrol duties in the City; responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; investigates traffic accidents; issues traffic citations; serves warrants and criminal summons; directs traffic; and advises the public on laws and local ordinances.
- Performs investigations of possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks and secures crime scenes; arrests and processes criminal suspects; presents evidence and testimony in court.
- Prepares incident, accident, and arrest reports and records of activities; enters into the records management system.
- Performs other related duties as required.

SKILLS/ PHYSICAL ABILITIES:

- Considerable knowledge of state and federal laws, local ordinances and policies and procedures of the police department.
- Working knowledge of the principles and practices of community relations.
- Working knowledge of law enforcement technology, equipment, vehicles and tools.
- Working knowledge of the application of information technology to the work.
- Skill in providing a high level of customer service dealing with the public, vendors, contractors, and City staff.
- Skill in the use of firearms and other police equipment and in the application of self-defense and de-escalation tactics, teamwork and collaborative conflict resolution.
- Skill in the interpretation and application of federal, state, and local policies, codes, and laws.
- Skill in analyzing problems and identifying solutions.
- Ability to plan, organize, coordinate, and implement a variety of community outreach activities, programs, and events.
- Ability to work independently with minimal supervision.
- Ability to administer programs and coordinate work with other staff, departments and outside agencies.
- Ability to act with judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to prepare clear, concise and accurate reports.
- Ability to provide effective public relations with the diverse community of citizens.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.
- Must be able to physically perform the basic life functions of climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing and repetitive motions.

- Must be able to perform heavy work exerting 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 an object.
- Must possess the visual acuity to operate a police vehicle and computer, distinguish details and differences when observing people, places, or things on patrol, take measurements and recognize colors and shapes for identification purposes.

Typical Qualifications

Education: High school graduate or hold a GED certificate required. Two- or four-year college degree preferred but not required.

Experience: A minimum of three (3) years of professional law enforcement experience is required.

Or an equivalent combination of education and years of experience.

Other Requirements: Possession of a valid North Carolina driver's license; experience with communications and/or event planning preferred.

TO APPLY: Please submit a letter of interest along with resume and completed City of Roanoke Rapids police department application to the City of Roanoke Rapids Human Resources Department. Position is open until filled; however, first round of resume reviews will occur by 5/14/26.