

POLICE OFFICER

Grade 18
Full-Time Non-exempt, emergency
Effective: 10/22/2015

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs protective service work involving a variety of general or support duty police assignments; does related work as required. Work is frequently performed under emergency situations and involves considerable personal hazard and danger. Work is performed under the limited supervision of the Police Sergeant.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Enforcing laws; investigating criminal activity; ensuring safety of public; testifying in court; maintaining records and files; preparing reports.

On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities, or persons and disturbances of law and order.

Responds to radio dispatches and answers calls and complaints.

Enforces traffic laws; issues citations for traffic violations.

Serves warrants and makes arrests, maintains warrant records, testifies in court.

Provides police escorts, directs traffic; performs residential and commercial checks.

Fills out arrest records, fingerprints, photographs, etc.; performs prisoner security functions.

Investigates traffic accidents.

Reports unsafe conditions existing in street or other public facilities.

Interviews victims and witnesses; performs property and evidence duties.

Prepares detailed reports on activities and assignments.

Participates in a variety of in-service training programs.

Assists other agencies as needed.

Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Police Department and the community.

Performs inspections and basic maintenance on all issued equipment.

May be assigned to a specialized unit or task force such as crime prevention, special duty, special operations, technical support, investigation operations, or training.

Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of police methods, practices and procedures; some knowledge of the geography of the Town and location of important buildings; some knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously, firmly and tactfully with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surround hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms and the operation of a motor vehicle ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement Training certification. Ability to obtain CPR and First Aid certifications. Must meet and maintain all

department training and education requirements for position.