

POLICE OFFICER

Grade 18
Full-Time Non-exempt, emergency
Effective: 07/2020

GENERAL DEFINITION AND CONDITIONS OF WORK:

Under the general supervision of a Police Sergeant or higher, employees in this position perform general law enforcement work in order to preserve public peace and order; provide a safe environment in the Town of Warrenton; protect lives, property and rights of the public; and, enforce laws and ordinances. Work involves patrolling the Town to deter crime, apprehend and/or arrest violators or suspects. Responds to calls for law enforcement assistance, gathers information for criminal investigations, and performs related work as required.

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:

1. Reduces the commission of crimes and maintains law enforcement by deterrence through high visibility patrol throughout the Town. Apprehends and/or arrests persons who violate statutory law and/or municipal ordinances;
2. Monitors radio calls; communicates with radio dispatcher; and responds to complaints, reports of criminal events, request for law enforcement, and reports of domestic or public disputes. Inspects troublesome areas and checks security of business establishments;
3. Secures crime scenes;
4. Gather information in criminal investigations by interviewing victims, witnesses and suspects; and performs searches of people, vehicles and buildings. Prepares investigative reports of findings, facts and related information. Makes arrests and processes arrested suspects. Detects and collects evidence and substances that provide the basis for probable cause for criminal acts and testifies in court;
5. Enforces traffic laws and regulations. Detects traffic violators, performs traffic accident investigations and makes reports. Facilitates the movement of traffic and pedestrians around accidents, disabled traffic control devices or heavily congested areas. Assists disabled motorists.
6. Directs traffic for funerals, VIP's and other public gatherings;
7. Performs rescue functions at accidents, emergency scenes and disaster areas;
8. Serves criminal and search warrants;
9. Completes and/or reviews paperwork documenting shift activities, offenses and incidents, victim and suspect statements and other related information;
10. Assists other law enforcement personnel and agencies;
11. Participates in a variety of law enforcement training and maintains certifications. May train other personnel on radar, firearms, chemical agents, etc.
12. Engages in public relations and community service activities and events to promote a positive image for the Department and to build cooperative and collaborative relationships with the community;
13. Performs related tasks as required.



KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of Police methods, practices and procedures; of the geography of the Town and locations of important buildings; and, of the rules and regulations of the Police Department. The ability to understand and carry out oral and written instructions and prepare clear comprehensive reports. Ability to analyze situations and to adopt quick, effective and reasonable course of action with due regard to surrounding hazards and circumstances. Possession of physical agility and endurance. Skilled in the use of firearms and in the operation of a motor vehicle. Able to establish and maintain effective working relationships with associates and the general public. Ability to interact with a variety of individuals to establish and maintain effective working relationships. Ability to observe situations analytically, impartially and objectively, and to record pertinent information accurately and completely.

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.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job

