



**POLICE OFFICER**

*FLSA Status: Non-Exempt*

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs general duty police work in the protection of life and property through the enforcement laws and ordinances. The work in this class normally consists of routine patrol, preliminary investigation and traffic control duties in a designated area on an assigned shift. Patrol may be performed in motor vehicles, on bicycle or on foot. Police Officer duties involve an element of personal danger, and employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. Police officers may be assigned to work on special assignments or as investigators, K-9 officers, plainclothes officers, identification technicians, community relations officers or training officers. Specific work assignments are made by a Police Sergeant or other superior, and work methods and results are checked through personal inspections, review of reports and discussions.

Must be able to operate motor vehicle under normal and emergency conditions; must be able to physically subdue and restrain an individual; sitting for extended periods of time; requires extensive walking, standing, running and frequent heavy lifting and pushing; requires working in adverse weather; flexible shift hours; (to include nights) and stressful and sometimes life threatening conditions; must carry a firearm and qualify at least annually with the weapon; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and 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, 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.

*Career Development results in the following consecutive progressive steps: Police Officer 1<sup>st</sup> Class, Senior Police Officer, Master Police Officer, Career Police Officer.*

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Enforcing laws; investigating crimes; controlling traffic; collecting evidence; preparing reports; issuing warrants and summons.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

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;

Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.;

helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents;

Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons, etc.;

completes arrest records;

Makes arrests and testifies in court; prepares reports;

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

Participates in a variety of in-service and special training programs;

Responds to and investigates domestic disputes; assists other law enforcement agencies when requested or assigned;

May serve as field training officer as qualified;

May be assigned to investigation, crime prevention, community service or other technical or special support operations;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Requires knowledge of police methods, practices and procedures; thorough knowledge of the geography of the County and location of important buildings; thorough knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobile; ability to establish and maintain effective relationship with associates.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which includes a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.