

Police Officer

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate protective service work patrolling the Town, responding to service requests, enforcing laws and ordinances, making arrests, testifying in court, preparing records and files, and related work as apparent or assigned. Work is performed under the direct supervision of the Police Sergeant.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

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; issues traffic citations; serves warrants, summons, etc.; completes arrest records.

Makes arrests; serves warrants; testifies in court; prepares reports.

Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.; helps investigate crimes; collects evidence; conducts searches; investigates traffic accidents; conducts visual and audio surveillance for extended periods of time.

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

Completes arrest records, fingerprints and photographs arrestees, completes detailed records and files.

Attends seminars and training programs.

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 but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounded hazards and circumstances; skills in the use of firearms and the operation of an automobile.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, pushing or pulling and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, smelling, and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, working with explosives and wearing a self contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Virginia Law Enforcement Certification, must be obtained within one year of hire.
Driver's license valid in the Commonwealth of Virginia.