



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically detailed in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually described in this job description.

POLICE OFFICER

Department: Police
Pay Grade: 210
FLSA Status: Non-Exempt

JOB SUMMARY

Responsible for enforcing the laws of the Commonwealth and City government; taking reports of citizen complaints; traffic enforcement and escorts; assisting citizens in need; calming domestic disturbances; aiding motorists; providing local information and directions to tourists; processing crime scenes; rendering emergency first aid; assisting the fire department; assisting human services; assisting the public during natural or precipitated disasters; investigating missing persons; parking enforcement; serving legal documents and assisting other law enforcement agencies.

ESSENTIAL JOB FUNCTIONS

- Protects real and personal property by providing security checks of residential, business, and public premises.
- Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents.
- Prepares investigative and other reports or documents.
- Exercises independent judgment in stressful situations.
- Operates law enforcement vehicles during both the day and night, in emergencies involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions.
- Patrols designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances.
- Communicates effectively and coherently, conducting interviews, obtaining statements, and making presentations.
- Controls and mitigates potentially hostile situations.
- Pursues fleeing suspects and performs rescue operations.
- Engages in law enforcement activities that include working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
- Detects and collects evidence and substances that provide the basis of criminal offenses and infractions that indicate the presence of dangerous conditions.
- Performs rescue functions at accidents, emergencies and disasters to include directing traffic for long periods, administering emergency medical aid, lifting, dragging and carrying

- people away from dangerous situations and securing and evacuating people from particular areas.
- Works in partnership with other law enforcement agencies, community organizations and City departments.
 - Reads and comprehends legal and non-legal documents, including the preparation and processing of citations, affidavits and warrants.
 - Provides assistances to homeless and mentally ill; placing homeless in touch with Human Services; placing mentally ill under Emergency Protection Order; and transporting mentally ill to various hospitals across Virginia for mental evaluation by way of a Temporary Detention Order.
 - Participates in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving, apprehension and arrest techniques and general law enforcement.
 - Promotes community service and crime prevention activities, enhancing public understanding of Police activities.
 - Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED equivalent.
- No experience required.

Special Qualifications:

- Must be able to perform activities listed above and meet the minimum qualifications as listed below:
 - Must be at least 21 years of age,
 - Good mental and physical health,
 - Vision correctable to 20/30 and no color blindness,
 - Be of good moral character,
 - Have no felony or misdemeanor convictions involving moral turpitude,
 - Having no convictions of a crime involving Domestic Violence,
 - Have an acceptable credit history
- Valid Virginia Driver's License, with an acceptable driving record.

Preferred Qualifications:

- College preferred.

Knowledge, Skills and Abilities:

- Knowledge of the geography of the City.
- Ability to command respect of the public.
- Ability to deal firmly, tactfully, and courteously with the general public.
- Ability to deliver planned and extemporaneous talks.
- Ability to render credible testimony in a court of law.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or accounting purposes.
- Ability to operate highly technical computer applications, such as GIS or RMS.

PHYSICAL DEMANDS

The work requires the ability to exert exceptionally strong but not constant physical effort to perform very heavy work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of heavy objects and materials (exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORK ENVIRONMENT

Work is regularly performed in a physically threatening environment that requires the employee to make life and death decisions for themselves and others.