

# Police Officer

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs protective service work involving a variety of general police assignments, enforcing laws, investigating criminal activity, ensuring safety of public, maintaining records and files, testifying in court, preparing reports, and related work as apparent or assigned. Work is performed under the moderate 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 and testifies in court; prepares reports.

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

Interviews victims and witnesses to obtain necessary information regarding crime, accident, violation, etc.; helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents.

Assists other law enforcement agencies when requested or assigned.

Assists citizens with video magistrate system; provides courtroom security.

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

May be assigned to bike patrol, school resource, investigations, DARE or other technical or special support operations.

### Additional School Resource Officer Essential Functions:

Work with school administrator and faculty to develop comprehensive safety plans to ensure the school is a safe place for students to learn.

Patrol school grounds, watching for suspicious activity in or around school campus.

Positive interaction with students.

## Knowledge, Skills and Abilities

General knowledge of law enforcement methods, practices and procedures; general knowledge of the rules and regulations of the Police Department; general knowledge of the geography of the City and location of important buildings; ability to understand and carry out oral and written instructions; ability to communicate ideas effectively, both orally and in writing; ability prepare clear and concise reports; 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 and the general public.

## 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 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; 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

## Police Officer

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 machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, working with explosives and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a very quiet location (e.g. park trail, storage or file room).

### Special Requirements

Possession of Basic Law Enforcement Certification. May be required to possess other specialized law enforcement certifications depending on departmental requirements and DCJS standards.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.