

Police Officer

FLSA Status: *Non-Exempt*

SUMMARY DESCRIPTION

Performs responsible protective service work in the police department; does related work as required. The work involves an element of personal danger. Work is performed under the regular supervision of a Sergeant.

Works directly for the Chief of Police.

REPRESENTATIVE DUTIES

On an assigned shift:

- Operates a patrol car 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;
- Serves warrants and make arrests;
- Testifies in court;
- Provides police escorts;
- Directs traffic;
- Performs special assignment of booking or desk officer;
- Reports unsafe conditions existing in street or other public facilities;
- Assists with criminal investigations by presenting evidence, interviewing victims and witnesses, prepares property and evidence duties, recording and issuing of evidence in court cases;
- May be assigned to Police Academy as Instructor;
- Prepares detailed reports.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge, skills and abilities of:

- Some knowledge of police methods, practices and procedures;
- Knowledge of the geography of the Town and Prince William County and location of important buildings;
- General knowledge of the rules and regulations of the Police Department;
- Ability to understand and carry out oral and written instructions;
- Ability 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 surrounding hazards and circumstances;
- Ability to develop skill in the use of firearms and the operation of motor vehicles;
- Possession of physical agility and endurance.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Must be a Citizen of the United States.

Police Officer

- Must be 21 years of age.
- Must be a high school graduate or equivalent.
- Must not have been convicted of any felony.

License or Certificate:

- Possession of an appropriate, valid Virginia driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment

Reactive emergency, natural or man-made disaster and routine peace keeping environments with travel from site to site. The Officer is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside Town boundaries to attend meetings.

Physical

Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.