

## **TOWN OF CHASE CITY JOB DESCRIPTION**

### **JOB TITLE: POLICE OFFICER POLICE DEPARTMENT**

#### GENERAL STATEMENT OF JOB

Under general supervision performs general duty law enforcement work to protect lives, property and rights of the public for the Town Police Department on an assigned shift. Work involves answering complaint calls and patrolling the Town in an official vehicle or on foot to deter crime or apprehend violators or suspects; and investigating and securing crime scenes. Employee is also responsible for serving legal papers and testifying in court. Employee must exercise tact and firmness in frequent public contact. Employee is expected to exercise independent judgment and initiative in performing assigned tasks. The employee is subject to the usual hazards of law enforcement work. Employee must be of good moral character. Reports to the Sergeant and/or other superior officers.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### ESSENTIAL JOB FUNCTION

Patrols the Town; monitors radio calls; inspects troublesome areas and checks security of business establishments; answers complaint calls and assists in investigating crimes and disturbances; interviews witnesses; gathers evidence; interrogates suspects and makes arrests; prepares investigation reports.

Investigates accidents; secures and clears accident scenes; directs traffic.

Fingerprints and photographs suspects and crime scenes. Serves legal papers such as summons and warrants; explains briefly the meaning of the papers served and makes arrests when necessary.

Appears in court as witness to give testimony; may confer with supervisory personnel for advice in complex cases.

Monitors vehicle speeds with radar; conducts criminal and driving checks; issues summons or warnings.

Prepares various reports and forms such as case files, offense reports, accident reports, property vouchers, lab requests, etc.

ADDITIONAL JOB FUNCTIONS

May participate in special public information programs such as drug deterrent campaigns, seat belt safety campaigns; child fingerprinting projects, etc.

Assists in training new officers in the field.

Maintains police vehicle and equipment.

Performs other related police work as required.

**MINIMUM TRAINING AND EXPERIENCE**

High school graduate or G.E.D. and at be at least 21 years of age.

**SPECIAL REQUIREMENTS**

Must pass background investigation and successfully complete the Criminal Justice Training Academy within one year from date of employment. Must complete 40 hours of in-service training bi-annually. Must possess a valid driver's license issued by the Commonwealth of Virginia.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including a two-way radio, typewriter, calculator, copier, etc. Must be physically able to operate a motor vehicle and operate a variety of firearms. Must be able to exert up to 150 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Light work involves sitting most of the time, but may involve walking, standing, running or physical confrontations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, records and memorandums. Requires the ability to prepare reports, correspondence, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques. Requires the ability to make independent judgments in absence of supervision. Must be able to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and medical terminology, and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide. Must be able to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated weapons. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, weapons, etc. Must have high levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations.

Physical Communication: Requires the ability to talk and/or hear: talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear).

**PERFORMANCE INDICATORS**

Knowledge of Job: Has general knowledge of modern law enforcement practices, procedures and investigation techniques. Has general knowledge of local, State and federal laws relative to civil and criminal processes. Has general knowledge of the locations of streets, roads, highways and the geographic and socioeconomic characteristics of the Town. Has general knowledge of the content and purpose of legal papers and the practices involved in serving them. Is skilled in the use of firearms and other law enforcement equipment. Is able to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action. Is able to apply interpretation of laws to specific situations. Is able to prepare clear and concise reports. Is able to present court testimony effectively. Is able to exercise tact and firmness in contact with the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur

specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified i.e., poor communications, variance with Town policy or procedures, etc.

Relationships with Others: Shares knowledge with supervisor for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, to project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Emphasizes the importance of maintaining a positive image within the Town. Interacts effectively with fellow employees, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning session and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintain a calendar for meetings and deadlines.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.