



## POLICE OFFICER JOB DESCRIPTION

**Title:** POLICE OFFICER

**Job Description:** NATURE OF WORK

This is a specific law enforcement and public safety position working in the protection of life and property at the Town of Crewe, Virginia and in the execution of orders issued through the authority of the Chief of Police of the Crewe Police Department. The authorization, duties and responsibilities of the Police Officer under this job classification are governed under § 9.1-101 of the Code of Virginia where the incumbent is required to be a certified law enforcement officer; and receive additional training as mandated.

An employee in this classification performs assigned duties with operational and administrative components such as: Uniform and specialized patrol to include, but not limited to Community Policing, Directed Patrol, Bike, Foot and Vehicle Patrol, Investigations, Regulatory Enforcement of Town Codes, Special Events Functions, evidence collecting, vehicle maintenance, inventory control, and communications.

Work is performed under the general direction of the Police Supervisor who reviews work methods and results through reports, inspections and discussions to maintain law and order and protect the public, detect and prevent crimes, direct and control traffic, process crime scenes, investigate traffic crashes and investigate and apprehend suspects involved in criminal activity.

The incumbent reports for work on an atypical schedule as dictated by operations that may exceed a 40 hour work week schedule with shift assignments consistent with the Town's operational needs and performs duties as directed; enforces local Town Ordinances, state, and Federal laws as authorized by their jurisdiction.

Work involves an element of personal danger and high levels of physical, emotional, and mental stress to deal with people in various situations. Incumbents must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Situations may arise where incumbents will have the responsibility for making decisions regarding the use of deadly force in protecting citizens and themselves without the opportunity for prior supervisory advice or assistance. Duties involve walking long distances and standing for prolonged period of times.

### Minimum Qualifications:

- Be a citizen of the United States.
- Have a high school education or have passed a high school equivalency examination approved by the Board of Education.
- Possess a valid Commonwealth of Virginia driver's
- Be at least 18 years of age.
- Be certified or be able to certify in First Aid and CPR
- Not have been convicted of or pled guilty or no contest to a felony or any offense that would be a felony if committed in the Commonwealth.
- Shall not have been convicted of or pled guilty or no contest to any misdemeanor involving moral turpitude, including but not limited to petit larceny under §18.2-96, or any offense involving moral turpitude that would be a misdemeanor if committed in the Commonwealth.
- Shall not have been convicted of or pled guilty or no contest to any misdemeanor sex offense in the Commonwealth, another state, or the United States, including but not limited to sexual battery under § 18.2-67.4 or consensual sexual intercourse with a minor 15 years of age or older under clause (ii) of § 18.2371; or domestic assault under § 18.2-57.2 or any offense that would be domestic assault under the laws of another state or the United States.



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- Shall not have been terminated, resigned in lieu of termination, suspended, or demoted for alleged criminal conduct, use of excessive force, or other official misconduct in violation of the state professional standards of conduct adopted by the Criminal Justice Services Board.

### Preferred Qualifications:

- Be a certified as law enforcement officer in the Commonwealth of Virginia as defined in § 9.1-101 of the Code of Virginia and have complied with the law-enforcement certification requirements.
- Prior law enforcement experience.
- Investigative Experience.
- Community Policing Experience.
- Police Bike Certified or Willing to Attain Certification.

### ILLUSTRATIVE TASKS

Patrols the Town of Crewe in a radio equipped car, on foot, or bicycle or stand posts in designated areas, as assigned. Any other method of transportation may be used as deemed appropriate by the Administration, to preserve law and order;

Enforces the laws of the Commonwealth of Virginia or applicable Town Ordinances;

When directed, serves subpoenas or other legal process and may make arrest of any person against whom a warrant has been issued;

Responds to a variety of calls that require several intervention approaches ranging from personal counseling techniques to an applied method within the use of force continuum to control a situation; responds to accidents, disturbances, various misdemeanors and felonies, traffic and crowd control, etc.;

Conducts law enforcement checkpoints, controls and monitors traffic flow, performs motorists assists, provides access control oversight through assigned posts or checkpoints, checks building for security, fire and safety hazards and locks and unlocks buildings and doors;

At crime scenes or accidents, Police Officers conduct preliminary investigations, locate evidence, obtain information from witnesses, complete reports, and make arrests when necessary;

Promptly delivers persons arrested and charged with a felony to the Nottoway County Sheriff's Office, and all persons arrested and charged with misdemeanors to the applicable authority as may be provided by law, but otherwise to Nottoway County Sheriff's Office;

Investigates vehicular accidents, complaints and other incidents and prepares and submits reports;

Issues Uniformed Parking and Traffic Citations and Uniform Civil Violation Notices and participates in judicial proceedings as required or directed;

Provides first responder medical care to sick or injured persons and performs essential duties during emergencies such as natural disasters and/or critical incidents that can bring about emergency closings and is expected to be available to report to work as needed with appropriate notification by Chief of Police or Designee;

Maintains issued equipment in a clean, serviceable condition and inspects patrol vehicles for proper fluid levels, tire pressure, and to insure operability of lights and/or emergency equipment;



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Functions as an informational source for visitors and performs crime prevention/community relations and escort duties as directed;

On assignment, participates in search and rescue missions, undercover surveillance, civil defense exercises, rescue operations, public safety exercises and drills;

Assists in the presentation of departmental training programs, inventory of departmental property and with administrative duties such as: filing, delivering messages related to Town business as directed;

May hold collateral duties such as Investigations, Community Service Officer, Youth or School Resource Officer, Field Training Officer, Administrative Officer, Training Officers, Firearms and High Liability Instructor or can be assigned as a member of a Task Force;

These illustrative tasks are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform related duties outside of their normal responsibilities from time to time, as needed.

### **KNOWLEDGES, ABILITIES AND SKILLS**

Knowledge of State Statutes, local ordinances, and departmental regulations governing search and seizure of property, arrest, and admissibility of evidence.

Knowledge of the Town of Crewe and its road network.

Knowledge of law enforcement methods and procedures.

Knowledge of first aid principles and skill in their application.

Ability to understand and carry out oral and written instructions and prepare accurate reports of work activities.

Ability to work independently with minimal direct supervision.

Ability to deal effectively and equitably with all people under various circumstances and to enforce the law firmly, impartially, and with respect for individual rights.

Ability to assess an emergency or criminal situation and respond promptly and appropriately, often without direct supervision.

Ability to adapt to changing social conditions.

Skill in the use and care of firearms.

Physical strength and agility, and ability to meet physical requirements.

Emotional stability and the necessary capacity to cope with a wide range of inter-personal situations and to withstand frequent assaults on ethical and legal integrity.