

Lawrenceville Police Department

Position Description

Patrol Officer

General Purpose: Performs police patrol, investigations, traffic enforcement and related law enforcement activities.

Supervisor: Works under Chief and Assistant Chief of Police.

Essential Duties: Works rotating shifts performing security patrols, traffic control, investigation and first aid at accident scenes, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent, carries out duties in conformance with Federal, State, County and Town laws and ordinances; Patrols Town streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect. Responds to radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, narcotics offenses, etc. and takes the appropriate enforcement actions. Interrogate suspects and witnesses. Preserves evidence. Arrest violators, takes the proper measurements and diagrams of crime scenes and conducts follow up investigations of crimes committed during assigned shift. Prepares cases for testimony in a court of law and testifies to such cases. Prepares all reports from assigned shift which are to be turned in at the end of the three day cycle of assigned shift, undertakes all facets of community oriented policing crime prevention, narcotics offenses, citizen and residential safety. Coordinates activities with other law enforcement agencies and officers as needed and obtain advice from the Commonwealth's Attorney Office regarding cases, policies and procedures. Maintains contact with supervisors to coordinate investigations, provide mutual assistance during emergency situations and provides general information about department activities.

Peripheral Duties: Maintains department equipment, supplies and facilities. Maintains contact with general public, court officials and other Town officials in the performance of police operations, serves as a member of various employee committees.

Minimum Qualifications: Entry Level: Must be 21 years or older at the time of employment; Must possess a valid Virginia Drivers License at the time of hire without record of suspensions or revocation from any state; Felony convictions and disqualifying criminal histories are not allowed; Be a U.S. Citizen; Be of good moral character and of temperate and industrious habits; High School diploma or the equivalent supplemented by a 2 year college degree or vocational school training; an equivalent

combination of education and or experience; background investigation; polygraph examination; psychological test; medical examination; and departments physical agility test.