



## POLICE OFFICER

### **General Definition and Conditions of Work:**

Position is a general law enforcement and public safety assignee in the protection of life and property and in the execution of orders issued through the authority of the Town of Crewe Police Department; position receives immediate supervision from the Chief of Police or a Senior Police Manager or Officer. Employee may perform varied assignments in motorized patrol, traffic control and enforcement, serving writs in criminal proceedings, and assisting in public safety education programs. Employee may also be assigned collateral duties to include training, specialized investigations, administrative functions, and code enforcement duties. Routine assignments are received from superior officers who review work methods and results through reports, inspections, and discussions. Position requires ability to act without direct supervision and exercise independent judgment in meeting emergency situations. Situations often arise whereby employee has the responsibility for making decisions regarding the use of deadly force in protecting citizens and him/herself without the opportunity for prior supervisory advice or assistance. Position requires ability and willingness to work nights, weekends and holidays; employee is subject to on-call and call-back duty as needed.

Work requires moderate physical exertion of up to 20 pounds generally, 10 pounds frequently, or negligible amounts constantly; may be required to occasionally lift, carry or move persons and heavy objects, with short bursts of intense physical effort; requires sitting, walking or standing to a significant degree, handling paperwork; vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed and/or important instructions to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surrounds and activities. May frequently experience time pressures, frequent change of tasks, multi-tasking, working closely with others as a part of a team. The employee is exposed to health and safety hazards, some element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations. Requires body armor, safety vest and other law enforcement protective equipment as apparent or assigned.

**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, skills and/or abilities required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

**Essential Functions/Typical Tasks:**

- Patrols the corporate limits of the Town of Crewe in a radio-equipped car, on foot, or by any other means of transportation provided by the Police Department, in order to preserve law and order;
- Responds to a variety of calls that require several intervention approaches ranging from personal counseling techniques to the use of physical or deadly force. Responds to accidents, domestic disturbances, various misdemeanors and felonies, traffic and crowd problems, etc.;
- At crime scenes or accidents, administers first aid, conducts preliminary investigations, locates evidence, obtains information from witnesses, completes reports, makes arrests and escorts prisoners to jail;
- Testifies in court concerning work activities;
- Serves criminal and metropolitan writs; conducts search and surveillance to determine whereabouts of person to be served; arrests fugitives and returns person to proper authority;
- Serves as instructor in the teaching of traffic safety to civic and school groups; broadcasts traffic information through commercial radio stations;
- Assists in departmental programs and cooperates with other agencies in dealing with social, medical, and psychological problems, such as domestic crises, alcoholism, attempted suicides and other emotional disturbances;
- Performs duties on assignment, search and recovery missions, mobile crime laboratory investigations, undercover surveillance, civil defense exercises, rescue operations and vice raids;
- Assists in the presentation of departmental training programs;
- Responds to calls for service outside of Town limits as requested or in circumstances of dire need;
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

Knowledge of modern principles, practices and techniques of police administration, organization, systems and operations; policies, rules and regulations of the department, as well as pertinent federal, state and local laws, statutes, ordinances and relevant court decisions; technical and administrative practices of crime prevention and law enforcement, including investigation, communications, recordkeeping, and care and custody of evidence and property; functions and objectives of federal, state and other local law enforcement agencies; principles and practices of governmental finance and budgeting; principles and practices of supervision, training and basic safety procedures and operations, current employment practices, basic personnel management, supervisory techniques, and labor relations; core employment regulations, workers' compensation, medical and personal leave, discrimination, harassment and retaliation, etc.; automated police

and financial systems, computers and related software applications; research techniques, analytical and technical report writing; political sensitivities, methods of conflict resolution and problem solving, and effective public relations methods and techniques; legal, moral, ethical and professional standards of conduct; principles and techniques of supervision of municipal law enforcement personnel, including employee selection, training and development; effective methods of policing in a multicultural environment, including community policing. Ability to research, analyze, interpret and apply complex information, issues, laws, regulations, policies and procedures; ability to plan, organize and evaluate the work of the department, exercise sound and consistent independent judgment in the course of the work, problem solve and successfully manage conflict; ability to monitor and communicate progress of incident or cases to superiors, prioritize and meet deadlines, coordinate functions with other officers, Town departments and outside agencies as appropriate; ability to foster teamwork among peers and supervisors, and to establish and maintain cooperative working relationships within the department; ability to prepare clear and concise reports, correspondence and other written materials and make clear oral presentations to individuals, before groups, and at public meetings and hearings; ability to analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action; ability to establish and maintain positive, cooperative and effective relationships with citizens, Town staff, elected officials, the general public and others contacted in the course of the work; ability to operate a variety of office equipment, including computers and software programs and related equipment; ability to learn, interpret and apply correct laws, rules and regulations related to the work, maintain knowledge of rules, regulations, laws, codes and regulations affecting the work; ability to meet the physical demands necessary to safely and effectively perform the assigned duties. Knowledge of modern principles, practices and techniques of police administration, organization, systems and operations; policies, rules and regulations of the department, as well as pertinent federal, state and local laws, statutes, ordinances and relevant court decisions; technical and administrative practices of crime prevention and law enforcement, including investigation, communications, recordkeeping, and care and custody of evidence and property; functions and objectives of federal, state and other local law enforcement agencies; principles and practices of governmental finance and budgeting; principles and practices of supervision, training and basic safety procedures and operations, current employment practices, basic personnel management, supervisory techniques, and labor relations; core employment regulations, workers' compensation, medical and personal leave, discrimination, harassment and retaliation, etc.; automated police and financial systems, computers and related software applications; research techniques, analytical and technical report writing; political sensitivities, methods of conflict resolution and problem solving, and effective public relations methods and techniques; follows legal, moral, ethical and professional standards of conduct; principles and techniques of supervision of municipal law enforcement personnel, including employee selection, training and development; utilizes effective methods of policing in a multicultural environment, including community policing.

**Education And Experience:**

High School Diploma or GED; be a citizen of the United States; be at least 18 years of age; possess First Aid and CPR certification or ability to certify; no criminal record and no record of termination or resignation in lieu of termination for alleged criminal conduct, use of excessive force, or other official misconduct in violation of the CJSB standards of conduct.

**Special Requirements:**

DCJS Law Enforcement Certification and continuing DCJS in-service training, or the ability to obtain DCJS certification within 12 months of employment; prior law enforcement experience; investigation experience; community policing experience; police bike certified or willing to attain certification. Valid Virginia driver's license.

**Classification:**

Non-Exempt