



DEPARTMENT: Police

NATURE OF WORK:

Performs entry level law enforcement and protective service work to maintain public peace, protect life and property, and enforce laws. Conducts limited investigations according to established department procedures under varying degree of supervision. Work involves risk, hazardous exposure and personal danger. Duties are performed under direct and general supervision of assigned Field Training Officer, Sergeant, and Lieutenant through conferences, reports and observation.

ESSENTIAL FUNCTIONS OF THE JOB:

On assigned shift, operate police vehicle to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order: respond to radio dispatches; answer calls and complaints; respond to major crime calls (robbery, rape, murder, maiming, burglary, etc.); perform foot patrols to serve as a deterrent to criminal activity and to enhance the department's Community Policing philosophy; investigate complaints and issue summonses or make arrests; prepare detailed reports and maintain records.

Detect and investigate crimes: conduct surveillance of individuals, vehicles, or locations; interview victims, suspects, and witnesses; collect and identify evidence and property; seize contraband and/or evidence; protect crime scenes.

Apprehend and arrest suspects, using weapons when necessary: obtain, verify and execute arrest warrants; conduct high risk felony vehicle stops; detain, search, arrest and handcuff persons, as required; subdue and disarm resisting or attacking persons; transport and handle prisoners.

Prepare for and give legal testimony; appear in court as a designated investigating officer.

Manage traffic: observe traffic and identify, cite/arrest Vehicle Code violators; conduct traffic stops and roadside sobriety tests; direct traffic; secure, manage, and investigate traffic accident scenes and hazardous roadway conditions.

Provide emergency assistance to the public: engage in high speed driving in response to emergencies; assists persons in need of emergency assistance; administer first aid moving/assisting incapacitated persons.

Maintain order in the community: mediate disputes and quell disturbances; use verbal persuasion to encourage compliance; perform crowd and riot control.

Provide assistance to the public in non-criminal situations: answer general questions; give directions to locations within the area.

Work with the community to reduce crime and address concerns: conduct security inspections of businesses and dwellings; work with community members to reduce crime and address concerns.

Maintain and improve job readiness: participate in Healthy Officer Program as required by the Department; engage in required practice with firearm and other service weapon; attend job related training.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

Perform other related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed both indoors and outdoors in a variety of settings and in all weather conditions. Drives a police vehicle. Operates a variety of equipment including: police radio, laptop and desktop computer, radar units, Alco-sensors, and Intoxilyzers. Uses weapons, including handgun, shotgun, rifle, and police batons.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn civil and criminal statutes on which charges and arrests are executed.

Ability to learn and apply police methods, practices and procedures.

Ability to learn the geography of the County and locations of important buildings.

Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to remain calm and maintain control in various levels of stress situations.

Ability to understand and carry out both oral and written instructions.

Ability to handle sensitive public contacts with tact and courtesy, but firmly.

Ability to write clearly and concisely and maintain accurate records.

Ability to use effective communication skills to gain compliance.

Ability to review information and recall from memory.

Ability to perform strenuous, sustained physical activity, including, but not limited to: lifting, carrying, dragging, climbing, jumping, running and walking.

Ability to maintain all certifications and qualifications as necessary for a law enforcement officer.

Skill in the operation of motor vehicles, firearms and other law enforcement equipment.

MINIMUM QUALIFICATIONS:

Must be a citizen of the United States.

Must have a high school education or have passed the General Educational Development exam.
Associate's Degree in Criminal Justice or related field desirable.

Must be at least 21 years of age by the completion date of the Police Academy.

Must possess (or be able to obtain within 30 days of employment) and maintain a valid Virginia Driver's License and have an acceptable driving record based upon James City County's criteria.

Must not have been convicted of or plead guilty or no contest to a felony or any offense that would be a felony if committed in Virginia

NECESSARY SPECIAL QUALIFICATIONS:

Must successfully complete post offer checks including a thorough background investigation, polygraph examination, personality suitability assessment, fitness assessment, physical exam and drug screen.

Must not have been convicted of or plead guilty or no contest to a Class 1 or 2 Misdemeanor that cannot be explained to the satisfaction of the Chief of Police.

Must meet physical fitness standards based upon James City County's criteria.

Must successfully complete the Police Training Academy program within one year of employment.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Police Recruit Position Number: 410
Department: Police Division: Patrol

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others: officers in other agencies
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>ASP Baton, Firearms</u> |
| <input type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input checked="" type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input checked="" type="checkbox"/> Other <u>Roof access ladders</u> | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other <u>see stairways</u> |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand					✓		✓		
Sit				✓			✓		
Walk					✓		✓		
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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