



**DEPARTMENT:** Police

**NATURE OF WORK:**

Performs law enforcement and protective service work in the Police Department requiring sworn status to maintain public peace, protect life and property, enforce laws, and conduct limited investigations according to established department procedures under varying degree of supervision.

Work involves risk, hazardous exposure, and personal danger. The officer must be able to take appropriate action under stress and maintain effective public contacts exercising tact and discretion. Work is performed under general supervision and is reviewed through conferences, reports, and observation.

**ESSENTIAL FUNCTIONS OF THE JOB:**

On an assigned shift, operates a police cruiser to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.

Responds to radio dispatches; answers calls and complaints and prepares detailed reports; investigates complaints, and issues summonses or makes arrests as appropriate.

Responds to major crime calls (robbery, rape, murder, maiming, burglary, etc.); determines approach and attempts to identify and apprehend suspects.

Protects crime scene; preserves and collects evidence at the scene; takes fingerprints and photographs; interviews victims, witnesses, informants, and suspects; prepares reports on information collected.

Provides general public assistance to motorists and to citizens in a variety of noncriminal situations.

Enforces traffic laws and regulations; performs traffic control for activities such as processions, ball games, and accidents.

Testifies in court relative to investigations conducted.

Conducts or assists in conducting investigations; conducts legal searches and surveillance; confiscates property related to crimes.

Serves criminal warrants, subpoenas, and other court orders as required.

Arrests individuals violating laws or ordinances.

Writes accurate and complete reports of calls for service. Maintains records on types of calls responded to.

May serve in temporary assignments as assigned.

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. Operated 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.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions.

Drives a police vehicle. Operates a variety of equipment and devices such as radars, Aldo-sensors, breathalyzer, police radio, handguns, shotguns, and police batons.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of civil and criminal statutes on which charges and arrests are executed.

Some knowledge of police methods, practices, and procedures.

Some knowledge of the geography of the County and location of important buildings.

Some knowledge of the rules and regulations of the Police Department.

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

Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports.

Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public.

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 stressful situations.

Ability to continually meet the mandatory minimum standards for the position.

Ability to perform strenuous physical activity.

### **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; Associate's Degree in Police Science or related field desirable. A minimum of one year experience as a certified, sworn Police Officer.

Must possess (or be able to obtain within 30 days of employment) and maintain a valid Virginia's Drivers 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.

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Revised: May 2006

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Police Officer I (Certified) Position Number: 411  
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:

- Answering 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 function

## 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 type="checkbox"/> Manipulate computer keyboard and mouse       |
| <input type="checkbox"/> Use switchboard              | <input type="checkbox"/> Use postage machine                          |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools                               |
| <input type="checkbox"/> Use a calculator             | <input type="checkbox"/> Use power tools                              |
| <input 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
<b>Lift</b>							✓		
<b>Push/Pull</b>							✓		
<b>Hold/Carry</b>							✓		

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

- Step stool  
 8' to 10' step ladder  
 Extension ladder  
 Other \_\_\_\_\_  
 Not essential to job function

### Stairways

- 1 flight  
 2 flights  
 3 or more flights  
 Other \_\_\_\_\_  
 Not essential to job function

### Steps

- 1-2  
 2-3  
 3-4  
 Other See stairways  
 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+			
<b>Stand</b>					✓		✓		
<b>Sit</b>				✓			✓		
<b>Walk</b>					✓		✓		
<b>Run</b>	✓						✓		

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.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input 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) _____			