



## **POLICE OFFICER SENIOR**

**DEPARTMENT:** Police

### **NATURE OF WORK:**

Performs senior or advanced level of responsible protective service work in the Police Department requiring sworn status to maintain public peace, protect life and property, enforce laws, and conduct investigations according to departmental policies and with limited supervision. The officer is expected to perform specialized and involved tasks, administrative duties, and/or aid in the investigation of complex incidents or criminal acts when requested and available to do so. Officers in this class may be assigned significant responsibility in areas of specialized concern in the Police Department.

Work involves considerable 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 may also include assuming shift command responsibilities in the absence of the Lieutenant. Work is performed with considerable independence under general supervision and is reviewed through conferences, reports, and observation.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Assists and advises patrol officers with more difficult or hazardous situations as instructed.

Assumes command of the shift in the absence of or at the direction of the Lieutenant/Sergeant; ensures that all calls for service are answered and dealt with in a timely manner.

Assists the Lieutenant/Sergeant with administrative duties such as scheduling the shift, reviewing case reports, maintaining, and compiling statistics for productivity reports, monitoring maintenance of equipment and vehicles, etc.

Serves as needed in a specialty area such as Field Training Officer, instructor, SWAT member, etc.

Patrols assigned area and observes activities and properties to prevent and detect criminal activity.

Responds to requests for assistance in a variety of situations, including minor crimes, domestic disputes, and other civil matters; investigates complaints, takes reports, and issues summonses or makes arrests as appropriate.

Responds to major crime calls; 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, special events, accidents, etc.

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 and other court orders as required.

Arrests individuals violating laws or ordinances.

Writes accurate and completes reports of calls for service.

Maintains records on types of calls responded to.

May serve in temporary assignments as assigned.

Maintains department training requirements as stipulated in Department Career Ladder Development policy.

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.

#### **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, Alco-sensors, Intoxilyzer, police radio, handguns, rifles, shotguns, and police batons.

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

Considerable knowledge of the policies, rules, and regulations of the Police Department and of the specialized field of police activity to which assigned.

Considerable knowledge of civil and criminal statutes on which changes and arrests are executed.

Considerable knowledge of police methods, practices, and location of important buildings.

Skill in the use of firearms, police 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 deal tactfully and courteously, but firmly and decisively with the public.

Ability to analyze complex situations and novel problems 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 at various levels of stressful situations.

Ability to lead and supervise other sworn personnel and civilian employees as required, and to teach or train in police work.

**MINIMUM QUALIFICATIONS:**

Associate's degree from an accredited college or university, or 60 semester hours toward a degree, and a minimum of three years of experience in police work as a sworn officer for James City County.

**NECESSARY SPECIAL QUALIFICATIONS:**

- Three years of satisfactory service with James City County Police Department;
- Hold a current Radar Operator's Certification;
- Hold a current Intoxilyzer Operator's Certification or other specialty approved by the Chief of Police;
- Successfully complete one additional specialized training course;
- Maintain department training requirements regarding ASP/Tactical Baton;
- Receive at least a "Meets Expectations" on last two annual evaluations;
- Must not have received a Written Reprimand or higher within prior 12 month period.

Date: May 2006

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

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Position Title Police Officer Senior Position Number 412  
Department Police Division \_\_\_\_\_

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 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 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 checked="" 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: Load bullets, trigger pull

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**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	Continuousl
<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**

**Stairways**

**Steps**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Step stool                               | <input type="checkbox"/> 1 flight                      | <input type="checkbox"/> 1-2                                   |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                                   |
| <input checked="" type="checkbox"/> Extension ladder              | <input checked="" type="checkbox"/> 3 or more flights  | <input type="checkbox"/> 3-4                                   |
| <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                   | <input checked="" type="checkbox"/> Other <u>See Stairways</u> |
| <input checked="" 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+			
<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) <u>SUV 4-wheel drive</u>			

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