



DEPARTMENT: Police

NATURE OF WORK:

Performs as a working supervisor, assuming shift or unit command responsibilities in the absence of or at the direction of the supervisor. Performs highly 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 minimal supervision. Performs specialized and involved tasks, administrative duties, including the investigation of complex incidents or criminal acts when requested and available to do so. May be assigned significant responsibility in areas of specialized concern in the Police Department.

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

Work may be performed in a variety of different units within the department to include: patrol, traffic, investigations, training, or other units as required.

ESSENTIAL FUNCTIONS OF THE JOB:

Patrol

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

Assists the Lieutenant with administrative duties such as scheduling the shift, reviewing case reports, case file management, warrant control, maintaining and compiling statistics for productivity reports, monitoring maintenance of equipment and vehicles, evaluating of subordinate officers, etc.

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

Provides field training for recruits.

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.

Handles and investigates citizen complaints at the Lieutenant's direction.

Assumes command at special events, activities, and situations when the Lieutenant is not available.

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

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.

Arrest individuals violating laws or ordinances.

Writes accurate and completes reports of calls for service. Prepares case files and testifies in court as needed.

Maintains accurate records.

Investigations

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

Assists the supervisor with administrative duties such as scheduling the shift, reviewing case reports, case file management, warrant control, maintaining and compiling statistics for productivity reports, monitoring maintenance of equipment and vehicles, evaluating of subordinate officers, etc.

Assists, advises, and supervises the Investigations Unit along with Property and Evidence Control.

Investigates areas of crime and observes activities and properties to prevent and detect criminal activity.

Responds to requests for assistance in a variety of situations, including major crimes; investigates complaints, takes reports, and issues summonses or makes arrests as appropriate.

Conducts crime scene investigations including, but not limited to, collection of evidence, taking 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.

Assumes command at special events, activities, and situations when the Commander is not available.

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.

Writes accurate and complete reports of calls for service. Prepares case files and testifies in court as needed.

Receives assignments for and/or responds to calls involving particular types of criminal violations; including crimes against persons, crimes against property, vice, narcotics crimes involving major offenders, juveniles, sexual abuse, etc.

Investigates crimes, including but not limited to; rape, homicide, robbery, malicious wounding, abduction, bombing or bomb threats, forgeries, bad checks, felonies, drug sales, juvenile vandalism, thefts, fraud and extortion, and sex crimes.

Provides training and guidance to Police Investigators. May serve as supervisor of other investigations as directed by Commander.

Conducts and coordinates lineups, prepares computer composites.

Prepares and packages evidence for forensic examination.

Interviews victims, witnesses, informants, and suspects ensuring that the suspect's rights are not violated.

Supervises crime line functions and system.

Supervises NCIC and VCIN computer data.

Works closely with Child Protective Services in investigating crimes involving children.

Prepares criminal investigations and submits same to the Commonwealth Attorney.

Plans and carries out the observation of suspects prior to and subsequent to their arrest.

Assists patrol officer's investigations; processes all evidence collected by other departmental personnel.

Supervises polygraph examinations.

Training

Identifies training needs and ensures that all training activities are conducted within the framework of departmental goals in cooperation with all operational units.

Ensures that both sworn and non-sworn personnel meet all training and certification requirements.

Maintains automated training records and implements software applications relating to training records, graphic presentations and training manuals.

Schedules personnel and instructors for all mandated training for both sworn and non-sworn personnel allowing for minimum impact on regular assignments.

Notifies personnel of required training and training that is available to department personnel. Assures that training programs are attended and related records are maintained.

Selects instructors to deliver training, ensuring that only qualified instructors are used for department recognized training programs.

Monitors and evaluates training programs, ensuring that instructors are accountable for project deadlines and material content.

Provides guidance to departmental instructors and assists them with their continued development.

Conducts training on a wide range of specialized law enforcement topics; develops lesson plans and course curriculums.

Serves as direct supervisor for Police Recruits from date of hire, through in-house and academy training, until released to their Field Training Officer; serves as point of contact, provides guidance, approves leave, handles any disciplinary matters, etc.

Serves as a liaison with the Hampton Roads Criminal Justice Training Academy and other training organizations.

Serves as Satellite Training Coordinator for the Hampton Roads Criminal Justice Training Academy. Submits classes for DCJS approval, ensuring each session is in accordance with State accreditation standards, department policy and Academy requirements.

Conducts research and stays abreast of trends in law enforcement training and adult learning principles.

Serves as advisor to command staff on the use of force and liability issues.

Traffic

Supervises all activities of the department traffic unit.

Coordinate various enforcement efforts related to special grant funding and provides reporting information as required.

Investigates complex traffic complaints and offers and implements solutions to resolve traffic related issues throughout the county.

Performs a variety of specialized enforcement in traffic related areas such as DUI, speeding and occupant protection.

Provides general public assistance to motorists and to citizens in a variety of situations such as disabled vehicles, vehicle crashes, funeral escorts, educational training, etc.

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 various administrative duties such as scheduling the unit, reviewing case reports, formulating unit goals and objectives, case file management, warrant control, maintaining and compiling statistics for productivity reports, monitoring maintenance of equipment and vehicles, evaluating of subordinate officers, etc.

All Assignments

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. Duties may be performed in an office or classroom setting.

Duties may require travel outside of the immediate area. Drives a police vehicle.

Operates a variety of equipment which may include: computer, speed measurement device, traffic study equipment, police radio, handgun, shotgun, image-maker, fingerprint lifting kit, alco-sensor, Intoxilyzer, and crime scene camera along with Fingerprint Light Source machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

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

Considerable knowledge of police investigative policies, practices, principles, and techniques for identification.

Considerable knowledge of rules of evidence and laws of search and seizure.

Considerable knowledge of geography of the County and important buildings.

Considerable knowledge of department and County policies.

Knowledge of management and supervisory skills.

Skill in the collection and analysis of evidence.

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 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 endure long hours and highly stressful working conditions.

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

MINIMUM QUALIFICATIONS:

High School diploma or equivalent. Bachelor's degree from an accredited college or university preferred. Considerable related experience with the James City County Police Department as a Senior Police Officer or above.

NECESSARY SPECIAL QUALIFICATIONS

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.

Date: July 5, 2007

PoliceSergeant417_062_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Police Sergeant Position Number: 417
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:

- 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 other 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
- Not essential to job function

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

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 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 see stairways _____ |
| <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 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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