

**POLICE OFFICER
CRIME AND DRUG PREVENTION RESOURCE OFFICER
411**

DEPARTMENT: Police

NATURE OF WORK:

This is entry-level 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 is reviewed through conferences, reports, and observation.

ESSENTIAL FUNCTIONS OF THE JOB:

In the neighborhood:

Serves as resource to neighborhood organizations in creating and implementing Neighborhood Youth Crime Prevention Plans, with youth serving on Youth Crime Prevention Councils.

Coordinates Community Policing Units and Neighborhood Connections facilitators in the planning process.

Disseminates data necessary for planning, analyzing why youth turn to crime, identifying youth needs, and assets of the community.

Trains Youth Council members in leadership skills, mediation, and other peer helping skills.

Assists in creating business partnerships for apprenticeship opportunities.

Participates in neighborhood events, encourages parent participation at school, visits parents and their children, reinforces anti-drug and crime messages.

In the larger community context:

Serves as resource and coordinates efforts with other community and education stakeholders in planning for James City County as a whole.

Assists with writing County's Youth Crime and Drug Prevention Plan, advises on incorporating Youth Councils into County-wide advisory body on youth issues.

Coordinates activities with the Community Partnership for Excellence in Education and reports on progress toward the National Education Goal for safe school.

In the Schools:

Reinforces crime, drug, and violence prevention messages in the targeted middle school.

Teaches curriculum units and does presentations on law education, legal systems, substance abuse, sexual harassment, child abuse, crime awareness, and prevention, safety, community policing activities.

Builds rapport during lunch and class breaks, attends afternoon and evening school activities including PTSA meetings.

Contacts teachers and at-risk students.

Works with helpers to reinforce healthy lifestyle messages.

Serves as resource to school administrators and educators in understanding application and enforcement of criminal laws and safety/security issues for the school.

Responds to emergency situations in the target school.

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, breathalyser, 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.

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.

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

Skill in mediation.

Skill in anger management.

Skill in group process and team building.

Skill in data analysis.

Skill in youth psychology.

Skill in community prevention planning.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; Associate's Degree in Police Science or related field desirable.

NECESSARY SPECIAL QUALIFICATIONS:

United States Citizen.

Physical agility and endurance.

Possession of a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Successful completion of the Police Training Academy program within one year of employment.