

MASTER POLICE OFFICER
413

DEPARTMENT: Police

NATURE OF WORK:

Performs master or 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. The officer is expected to perform specialized and involved tasks, administrative duties, including 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. Incumbents may also serve in specialized functions such as Instructor, DARE Instructor, Field Training Officer, Detective, Traffic Officer, or Community Policing Officer.

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.

Provided Field Training for recruits.

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, warrant control, 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 team, DARE Instructor, Detective, or Community Policing Officer.

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, 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.

Arrests 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.

Performs job safely in accordance with departmental safety procedures and the County safety program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May serve in temporary assignments such as DARE instructor, school resource officer.

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, breathalyzer, police radio, handguns, shotguns, and police batons.

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 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:

Bachelor's degree from an accredited college or university; and a minimum of two years of experience in police work as a Senior Officer for James City County.

NECESSARY SPECIAL QUALIFICATIONS:

Must be a United States Citizen.

Physical agility and endurance.

Possession of a valid Virginia driver's license.

Completion of 160 hours of Federal, State, or local certified training in specialty areas, including General Instructor program.

Must meet all certifications required of a Senior Police Officer, and two additional certifications or competencies from the Approved List (See Department Policy).

Must be certified as Breathalyzer Operator, or other speciality as approved by the Chief of Police; and, as a Radar Operator.