



# James City County Police Department



## **POLICE OFFICER I** **STARTING SALARY: \$35,025 - \$36,776 DOQ\***

### **About James City County**

James City County is located near historic Williamsburg, VA and is part of the Historic Triangle of Jamestown, Williamsburg and Yorktown, which are well known significant historical sites in the history of our nation. The County serves a population of more than 62,000 residents and has a total area of 180 total square miles. Our residents enjoy an excellent location to live and prosper. Our County Government is dedicated to the role of ensuring delivery of needed, quality services in an efficient, informed, intelligent, cost-effective manner, in keeping with the hopes and expectations of our citizens. We strive to fulfill our mission to work in partnership with all citizens to achieve a quality community.

### **About James City County Police Department**

The Department has 95 sworn law enforcement officers and responds to more than 21,000 calls for service each year. The Department provides comprehensive law enforcement services to the citizens of James City County through its three functional components: Uniform Division, Investigations Division, and Community/Administrative Services Division. The Department provides police services to all areas of the County through patrol, general investigations, narcotics investigations, bike patrol, part-time marine patrol, Segway patrol, SWAT and traffic enforcement. A full range of crime prevention services is also provided.

### **Benefits**

- Take home car (if residing within 15 miles of the County)
- Home ownership program
- Participation in the Virginia Retirement System through LEOS (25 years of service/50 years of age)
- Tuition Assistance, training and educational opportunities
- Health Insurance
- Career advancement opportunities through Career Development Program
- Free membership to a state-of-the-art fitness facility
- Uniforms and most equipment provided
- Flexible Spending Account
- Deferred Compensation
- Accrued Vacation and Sick Leave
- Employer paid Group Life Insurance
- Employer paid Long-Term Disability Insurance

### **Work Schedule**

Patrol shifts work five (5) days followed by a three-day break:

Day Shift	7:00 a.m. – 4:30 p.m.	9 ½ hours
Evening Shift	3:00 p.m. – 12:30 a.m.	9 ½ hours
Midnight Shift	10:00 p.m. – 7:30 a.m.	9 ½ hours

Investigators, Community Services officers, Traffic Unit officers and other Administrative/Support staff work a forty-hour (40) week with weekends and holidays off. All schedules are subject to change.

## Nature of Work

The Police Department has a Career Development Program for Police Officers. All career ladder positions have educational and training requirements. Some training certifications must be maintained.

**Police Officer I** – (Starting Salary: \$35,025 – \$36,776 DOQ)\* This is an entry-level enforcement and protective service position. Work involves maintaining public peace, protect life, enforce laws, and conduct limited investigations. An applicant with no Virginia law enforcement certification starts at \$35,025 and goes to \$36,776 after successfully completing the Police Academy and Field Training. An applicant who is already a Virginia Certified Police Officer with at least one year of street experience immediately starts at \$36,776.

**Police Officer II** – (\$38,615 – \$55,543)\* A person in this position is expected to perform law enforcement and protective service work to maintain public peace, protect life, enforce laws and conduct limited investigations. Requires two years of service as an officer with James City County, certification as Intoxilyzer and Radar Operator, maintain Department training requirements as it relates to ASP/Tactical baton, meet several department personnel requirements and attend 40 hours of specialized training.

**Senior Police Officer** – (\$40,546 – \$59,722)\* A person in this position is expected to perform specialized and involved tasks, administrative duties and/or aid in the investigation of complex incidents or criminal acts. Must meet requirements of Police Officer II, complete 40 additional hours of specialized training; have a minimum of three years experience as a sworn officer with James City County with one year of service as a Police Officer II.

**Master Police Officer** – (\$42,811 – \$64,217)\* A person in this position is expected to perform specialized and involved tasks, administrative duties and/or aid in the investigation of complex incidents or criminal acts. Requires successful completion of all certifications required of a Senior Police Officer; an Associate's Degree or 60 semester hours from an accredited college or university; complete 80 additional hours of specialized training (160 total); successful completion of a written examination. Must have at least five years experience with James City County with two years experience as a Senior Police Officer.

*\*All projected salaries are scheduled to become effective October 1, 2008.*

## Hiring Procedure

- James City County is an Equal Opportunity Employer
- Applications are being accepted through Friday, October 24, 2008 at 5:00 p.m.
- Application Screening
  - Criminal history and driving record checks
- Panel Interview
- Background Investigation
  - Personal history questionnaire
  - Polygraph exam (*lie detector*)
  - Credit history, neighborhood, character reference, and employment checks
- Post-Offer Checks
  - Personality inventory
  - Fitness assessment (*cardiovascular, upper body strength, flexibility & body composition*)
  - Physical examination with drug test
- Additional Requirements
  - Candidates must be willing and able to successfully complete academy training standards as required by the Virginia Department of Criminal Justice Services (DCJS), unless already certified through the Virginia DCJS as a law enforcement officer.
  - Candidates must agree to not use tobacco in any form both on and off the job.

## **Minimum Qualifications**

- Be a citizen of the United States,
- Be required to undergo a background investigation including fingerprint-based criminal history records inquiries to both the Central Criminal Records Exchange and the Federal Bureau of Investigation,
- Have a high school education or have passed the General Educational Development exam,
- Possess a valid driver's license if required by the duties of office to operate a motor vehicle,
- Undergo a polygraph examination, psychological profile test, and fitness assessment,
- Undergo a physical examination, subsequent to a conditional offer of employment, conducted under the supervision of a licensed physician,
- Be at least twenty-one years of age upon academy graduation,
- 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, and
- Not have produced a positive result on a pre-employment drug screening, where the positive result cannot be explained to the Police Chief's satisfaction

## **Disqualifiers**

### **Criminal Record**

- Conviction of or plead of "guilty" to any Felony (or equivalent if outside of Virginia)
- Conviction of or plead of "guilty" or "no contest" to a Class 1 or 2 Misdemeanor (or equivalent if outside of Virginia) within the past 5 years
- Conviction of any offense involving moral turpitude, including larceny, concealment, bad checks, embezzlement, perjury
- Conviction of a domestic violence offense
- Commission of undetected crimes of a serious or repetitive nature.

### **Driving Record**

- Record of current driver's license revocation or suspension or previous revocations or suspensions associated with moving violations within the previous sixty months
- Record of convictions associated with reckless driving, eluding police, or leaving the scene of an accident within the previous sixty months
- DUI or DUID conviction within the past 10 years
- More than 2 moving violations within the previous 12 months (1 year)
- More than 3 moving violations within the previous 24 months (2 years)
- More than 3 current DMV demerit points

### **Drug Usage**

- Any selling, manufacturing or distribution of any illegal or dangerous drug, as defined by State or Federal laws.
- Any use of opiates (heroin, cocaine, morphine, methadone, etc.) or any illegal hallucinogen (LSD, MDA, etc.). Exceptions may be made on a case-by-case basis, to include last time used and frequency of use.
- Use of Marijuana will be evaluated on a case-by-case basis, to include last time used and on the frequency of use.
- Use of any illegal drug or substance within 36 months (3 full years) before submitting an application or anytime thereafter.

### **Military**

- Dishonorable discharge
- Bad conduct discharge