

POLICE OFFICER II

Dept: Police

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate protective service work enforcing laws, investigating criminal activity, ensuring safety of public, collecting evidence, testifying in court, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the supervision of the Police Chief.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

On an assigned shift, operate a patrol vehicle or walk to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order;

Respond to radio dispatches and answers calls and complaints;

Interview victims and witnesses to obtain additional necessary information regarding crimes, accidents, violations, etc.; assist in investigating crimes and collect evidence; conducts searches; investigate traffic accidents;

Issue citations for traffic violations and investigate traffic accidents; prepare reports;

Provide police escorts, directs traffic; performs residential and commercial checks;

Assist other law enforcement agencies when requested or assigned;

Serve warrants and make arrests; testify in court;

Other duties as may be assigned.

Knowledge, Skills and Abilities

General knowledge of law enforcement methods, practices and procedures; general knowledge of the rules and regulations of the Police Department; general knowledge of applicable, local, Federal, and State laws; general knowledge of the geography of the Town and location of important buildings; skill in the use of firearms and the operation of an automobile; ability to understand and carry out oral and written instructions; ability to communicate ideas effectively orally and in writing; ability prepare clear and concise reports; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to establish and maintain effective relationship with associates, other law enforcement representatives, and the general public.

Education and Experience

High school diploma or GED and five-years' experience in law enforcement, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, reaching with hands and arms and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of the Virginia Basic Law Enforcement Training (BLET) certification upon hire.
Must meet and maintain all training and education requirements for position.
Valid driver's license in the Commonwealth of Virginia.