
Town of Scottsville

Police Officer

FLSA: Exempt

General Definition of Work

This job enforces local, state and federal laws and ordinances and protects lives and property through reactive and proactive activities, thereby protecting and improving the quality of life and the peace and well being of residents and visitors.

Essential Functions

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Patrols assigned area, either by foot or vehicle, looking for anything unusual or out of place and for crimes, emergencies or violations in progress
- Assesses the situation and takes appropriate action at the scene of a crime, emergency, or incident when discovered during patrol or when dispatched to the scene
- Uses two-way radio to interact with dispatchers to receive or report information
- Talks with community groups, residential and business organizations, and members of the public to develop relationships and to provide visible security to deter crime
- Conducts property checks and welfare checks (for example, of elderly residents)
- Maintains traffic flow and pedestrian safety by enforcing state and local traffic laws and regulations
- Investigates traffic accidents
- Cooperates with other law enforcement agencies to foster better communication and establish mutual assistance
- Intervenes in fights and family disputes
- Makes arrests
- Books and checks prisoners
- Collects, packs, and stores evidence in accordance with established evidence handling procedures; may send evidence to State Police Crime Lab for analysis
- Assists in various phases of criminal investigations including interviewing witnesses, pursuing leads, and apprehending and questioning suspects
- Works with Commonwealth Attorney to review facts and evidence; testifies in court
- Provides security at community events
- Report hazards that endanger public safety to appropriate departments or agencies
- Responds to a variety of complaints and requests for assistance from the public and provides advice and assistance; may refer people to other agencies (for example, rescue, criminal or civil court, juvenile authorities, public works, social services, animal control, game warden)
- Maintains police duty gear, weapons, vehicles and equipment to ensure proper working condition
- Prepares and files written reports and associated paperwork as required in conjunction with these tasks

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- Performs related duties as assigned.

Supervision Received

This job works under general supervision with little direct oversight; referring unusual cases to the supervisor or seeking supervisory guidance. This job reports to the Town's Police Chief.

Supervisory Responsibilities

This job has no responsibility for the supervision of others. Officer may guide and support the work of police auxiliary and community volunteers.

Physical and Environmental Factors

Physical Demands

- Ability to physically apprehend suspects
- Lifts, carries, pushes and pulls people and heavy objects weighing more than 100 pounds
- Stands for long periods and moves about on foot by walking or running
- Sits in a normal seated position for long periods of time
- Subject to working extended tours of duty without regular breaks
- Ability to work overtime when required
- Ability to work rotating or varying shifts

Sensory Requirements

- Uses a keyboard for typing reports and other documents
- Has sufficient finger and hand strength to fire a weapon using either hand
- Requires hearing ability
- Sees objects clearly with or without corrective lenses (corrected to 20/20)
- Has full spectrum color vision to identify and distinguish color

Environmental Factors

- Frequently works in unpleasant, disagreeable, or dangerous conditions such as traffic and adverse weather conditions
- Handles or works with potentially dangerous equipment
- Exposure to dust, dirt, fumes, chemicals, corrosives, exposed heights, bodies of water, live electric wires, traffic, fire, explosives, blood or other potentially infectious materials, communicable diseases, emotionally disturbed or violent persons, armed persons
- Subject to being attacked by persons (armed or unarmed) or animals

Minimum Qualifications

Education and Experience:

High school diploma or equivalent required. Prior police or military experience preferred. Specialized education and training preferred.

Compliance with requirements of Code of Virginia Section 15.2 – 1705 as amended, which details requirements for law enforcement officers, is required by the Town of Scottsville.

Knowledge, Skills and Abilities:

- Knowledge of proper police procedure and protocols
- Knowledge of Penal Code, Vehicle and Traffic Law, Criminal Procedures Law, Alcohol Beverage Control Law, and local regulations and ordinances
- Knowledge of basic police equipment including weapon(s), baton, portable radio, ballistic vest
- Working knowledge of legal terminology
- Knowledge of the geography, buildings and facilities in the community
- Skill in the use of weapons
- Skill in the application of self-defense techniques
- Good oral communication skills
- Ability to deal courteously and effectively with the public
- Ability to operate a patrol car and two-way radio during normal and emergency operations
- Ability to work under stress and pressure and remain calm in emergency situations
- Ability to analyze and react swiftly in situations involving high stress and danger
- Ability to question and interview others
- Ability to follow orders, standard operating procedures, and established protocols

Licenses or Certifications:

Valid operators license; upon appointment and thereafter, a valid Virginia Operators license
Law Enforcement Officer Certification from Virginia Department of Criminal Justice Services with recertification as required by DCJS

Qualified with firearms

Completion of additional training as needed to maintain current certifications, understand changes in laws and regulations, and learn specialized services (for example, radar certification, first aid training)

Special Requirements for Appointment

United States citizenship

Sworn personnel must be able to give credible court testimony throughout their employment.

Satisfaction of the weight, medical, lengthy psychological and physical fitness requirements as established