

JOB TITLE: Police Officer

DEPARTMENT: Police, Town of Rocky Mount

FLSA STATUS: Non-exempt, Salary

JOB SUMMARY: This position is responsible for performing general duty law enforcement work to protect life and property in the town. This position may also be designated as full-time or part-time.

MAJOR DUTIES:

- Patrols the town limits in a police car or on foot to detect and deter criminal activity and traffic violations; issues traffic citations to violators.
- Responds to emergency and non-emergency calls, including domestic disputes, assaults, burglaries, disorderly conduct, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Executes criminal arrest and search warrants; searches, arrests, and transports violators to detention center, medical facility or other designated location.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Provides assistance and backup support to other officers as necessary.
- Provides first aid and CPR to victims as necessary and assists motorists.
- Provides traffic direction as needed for special events such as parades, funerals, ball games, and school crossings.
- Provides physical security checks and searches to businesses and residences when alarm systems have been activated.
- Testifies in judicial proceedings.
- Completes all required logs, reports, and forms, including accident and incident reports.
- Attends department meetings and training sessions as required.
- Inspects and maintains assigned equipment and supplies.

- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
- Knowledge of criminal and traffic investigation techniques and procedures.
- Knowledge of general law enforcement principles and practices, including arrests and search and seizure.
- Knowledge of the geography and boundaries of the town.
- Knowledge of first aid and CPR, including the use of emergency equipment.
- Knowledge of the court system and procedures.
- Skill in the use of drug identification kits, rape kits, fingerprint equipment, and an breathalyzer.
- Skill in preparing reports.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Sergeant-Patrol assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws, traffic laws, local ordinances and codes, and department policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of related duties in law enforcement. The variety of job duties and emergency situations contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to respond to requests for police services on an assigned shift. Successful performance ensures the efficient and effective delivery of police services.

PERSONAL CONTACTS: Contacts are typically with co-workers, court personnel, attorneys, judges, medical personnel, security guards, business owners, members of the general public, and law enforcement officers from other agencies.

PURPOSE OF CONTACTS: Contacts are typically to gather or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, running, bending, crouching, or stooping. The employee frequently lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Ability to meet and sustain current requirements set forth by the Department of Criminal Justice Services for the State of Virginia.
- Must be 21 years of age.