



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: POLICE OFFICER I
GRADE:
FLSA: Nonexempt
DEPARTMENT: Police
EFFECTIVE DATE: July 2022

MAJOR PURPOSE:

Under general supervision of the Police Sergeant, performs entry level work patrolling an assigned area to enforce the law and maintain order. Conforms to the rules, regulations, and general orders. Performs general police responsibilities necessary to the safety and good order of the community.

ESSENTIAL JOB FUNCTIONS:

- Exercises authority consistent with the obligations imposed by the oath of office and be accountable to superior officers.
- Promptly obeys lawful and legitimate orders.
- Communicates with supervisors and fellow officers, all information obtained which is pertinent to the achievement of specified objectives.
- Prepares complete and thorough case files for approval and forwarding to the Commonwealth Attorney's for prosecution.
- Responds punctually to all assignments.
- Acquires and records information concerning events that have taken place since the last tour of duty.
- Records activity during the tour of duty in the manner prescribed by the proper authority.
- Maintains weapons and equipment in functional and presentable condition.
- Maintains and proper transports all evidence and property coming into custody.
- Assists citizens requesting assistance and suggests procedures to be followed.
- Enforces criminal and traffic laws within the town limits.
- Investigates traffic crashes occurring within the town limits.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of traffic laws and procedures for investigating a traffic accident.

Ability to conduct a thorough investigation of all offenses and incidents.

Ability to respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio.

Ability to prepare complete and thorough case files, reports, and paperwork.

Ability to enforce criminal and traffic laws.

Ability to properly transport evidence and property coming into custody.

Ability to maintain weapons and equipment in functional and presentable condition.

Ability to communicate clearly and concisely both verbally and in writing.

Ability to successfully re-certify as a law enforcement officer every two years.

Ability to properly testify in court.

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to graduation from high school.

Upon hire, Police Officer I's must successfully complete the Rappahannock Regional Criminal Justice Academy and serve for four years at the Police Office I level, and hold a current a "Meets Expectations" performance rating or better, before becoming eligible for promotion for the Senior Police Officer level.

PREFERRED QUALIFICATIONS:

Successful completion of the Rappahannock Regional Criminal Justice Academy
Certified Police Officer for at least one year

REQUIRED LICENSES/CERTIFICATES:

Possession of a valid Virginia Driver's license

Firearm's re-certification if already a Police Officer

WORKING CONDITIONS:

Subject to work outside and any weather conditions and

Subject to on-call, altered scheduling, and extended shifts

Potential for hazardous, stressful, and dangerous encounters.

Maintenance of a high level of physical conditioning

Subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: _____ SIGNATURE OF TOWN MANAGER: _____