

Police Officer II

FLSA Status: *Non-Exempt*

General Definition of Work

Performs protective service work involving general police duty. Much of the work is performed under emergency conditions and frequently involves an element of personal danger. The Police Officer II enforces federal, state and local laws and ordinances; promotes public knowledge of laws and ordinances; and provides assistance to the public. An employee in this class is responsible for the efficient enforcement of laws and ordinances pursuant to the City, State, and Federal governments. The employee is subjected to hazardous and life threatening situations. The employee must be able to work as a team member and maintain a good relationship with fellow employees. Work is performed under the regular supervision of a Sergeant or other senior officer.

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:

- Patrols assigned area during scheduled shift, observing for violations of traffic or other laws, issuing citations for violations. Observes for suspicious activities or persons and disturbances of law and order. Checks doors and windows of buildings or residences to ensure security.
- Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons, etc.; completes arrest records.
- Communicates effectively over the police radio channels. Ensures safe operation of assigned vehicle in emergency situations, congested traffic, inclement weather, and while operating a police radio.
- Pursues fleeing suspects and effects an arrest, forcibly if necessary, using approved maneuvers and/or weapons as applicable. Uses independent judgment in determining reasonable suspicion to detain and search, and probable cause to arrest a suspect.
- Performs rescue operations at accidents, disasters, and other emergency situations.
- Requires involvement in situations that may involve lifting, carrying, dragging, climbing, crawling, jumping, gaining entrance through barriers, directing traffic for long periods of time, and extinguishing small fires through the use of a fire extinguisher or other appropriate means.
- Performs searches of people, vehicles, buildings and outdoor areas that may involve walking for long periods of time and detecting objects by using body senses.
- Operates issued firearms under conditions of stress and at levels of proficiency and certification as prescribed by the Department of Criminal Justice Services.
- Gathers and records information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
- Detects, preserves, and collects evidence and substances that form the basis of criminal offenses and infractions.
- Ensures investigative and descriptive reports and sketches are prepared using appropriate spelling, sentence structure, grammar, mathematical computations, and symbols.
- Transports prisoners and mentally ill persons using appropriate physical restraints.
- Demonstrates the effective preparation, comprehension, and processing of legal and non-legal documents including criminal and traffic citations, affidavits and search warrants.
- Demonstrates effective communication skills with people of all ages by listening, providing information, mediating disputes, advising of applicable rights and processes, and maintaining composure when confronted with hostile views and opinions of suspects and others encountered in an antagonistic environment.
- Provides testimony and evidence by conveying pertinent facts and details in court and other formal settings.
- Assists with animal calls for service and occasionally euthanizes injured animals as authorized.
- Functions as a contributing member in a team environment.
- Establish and maintain a positive relationship with coworkers.
- May be assigned to bike patrol, school resource, investigations, DARE or other technical or special support operations.
- Must have obtained an acceptable rating on their latest performance evaluation (2 or higher), if applicable.
- Must not have an active disciplinary action as described in the General Order titled Promotions, if applicable.
- Performs other duties as assigned.

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Additional School Resource Officer Essential Functions:

- Work with school administrator and faculty to develop comprehensive safety plans to ensure the school is a safe place for students to learn.
- Patrol school grounds, watching for suspicious activity in or around school campus.
- Positive interaction with students.

Knowledge, Skills and Abilities

General knowledge of approved principles, techniques, and practices of police work; general knowledge of the laws and ordinances governing local police work. General knowledge of the geography of the City and the location of important buildings. Qualify with issued firearms; ability to operate a motor vehicle in emergency situations, inclement weather, and while operating a police radio. Ability to comprehend and carry out oral and written instructions, both legal and non- legal. Ability to prepare and deliver good oral and written communications. Ability to analyze situations and to adopt quick, effective and reasonable courses of actions. Ability to put aside personal issues to prevent interference with performance of essential functions of the position. Proficient in basic mathematics skills including addition, subtraction, multiplication and division. Must have acceptable observation and retention capabilities. Ability to deal courteously, firmly and tactfully with the public. Ability to establish and maintain effective working relationships through good interpersonal skills.

Training, Education and Experience

High school graduate or GED, or equivalent combination of education and experience. Preference given to applicants with advanced college degrees or college credits. Must be a DCJS currently certified Law Enforcement Officer. Must be Police Officer I for 1 year or may advance in rank at the discretion of the Police Chief with the approval of the City Manager. Certified Law Enforcement transfer officers will be evaluated based on their experience and qualifications.

Special Requirements

Must be a citizen of the United States, twenty-one (21) years of age by date of hire, possess and maintain a valid Virginia driver's license and have and maintain a driving record acceptable to City of Galax Police Department. Must not have any felony convictions. Must successfully complete the minimum training standards as required by the Virginia Department of Criminal Justice Services. Must work all assignments/posts and fixed or rotating shifts including holiday and weekend work as assigned. Must be willing to update knowledge of law enforcement practices, legal issues, and equipment. Must meet all existing policies and procedures of the Galax Police Department. Must be able to render credible testimony in a court of law.

Physical Requirements

Must be able to work in all types of weather, must be able to complete Law Fit obstacle course in 1 ½ minutes or less.. 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 over 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; 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 measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, working with explosives and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work sometimes is in a very quiet location (e.g. park trail, storage or file room).