

Class Title: Police Officer

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Enforces state and local laws. Responds to calls for service. Maintains visibility for crime deterrence as well as accessibility. Performs patrol duties and responds to calls for service. Performs a variety of duties and tasks related to the protection of life, property and the preservation of the constitutional rights of every citizen. Conducts criminal and traffic investigations, conducts field interviews, serves warrants, subpoenas and other court papers, issues summons and makes arrests, watches for criminal, suspicious, or hazardous situations and takes appropriate police action as necessary. Provides assistance and information to the public and assists in the prosecution of offenders. Maintains administrative requirements and provides public information.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Performs/conducts accident and criminal investigations by interviewing witnesses, issuing summons, determining causes, supervising and directing crime scenes, locating, apprehending and interrogating suspects, investigating incidents, gathering and analyzing evidence, making arrests, issuing summons, serving warrants, maintaining regular contact with at-risk organizations, reviewing submitted intelligence forms, preparing and disseminating intelligence bulletins, performing surveillance, managing and utilizing informants, analyzing probable cause, maintaining and submitting evidence for laboratory analysis, analyzing suspect information, maintaining contact with governmental agencies, recovering property and evidence, canvassing neighborhoods and maintaining gang intelligence.
2	M	Performs patrol duties and provides response to calls for service by traveling through designated areas, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, monitoring and operating communication equipment, conducting preliminary incident investigation, responding to crimes and injury accidents, providing information and advice, issuing citations, pursuing subjects, making arrests and assisting other agencies, managing crowds and riots, providing conflict resolution and making arrests.
3	S	Assists in the prosecution of offenders by preparing cases, testifying in court, working with attorneys and maintaining knowledge of state, local and federal laws.
4	S	Maintains administrative requirements by preparing reports, paperwork and forms, maintaining vehicles, inspecting and maintaining personal equipment, attending specialized training and preparing case files, affidavits, court orders and search warrants.

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Physical Strength Code		ESSENTIAL FUNCTIONS
5	M	Performs special duties by directing traffic and enforcing traffic laws, serving court orders and search warrants, providing security to dignitaries, acting as special operations team member/operator to handle high threat situations, serving as fugitive officer, polygraph officer and pawnshop and secondhand dealer liaison.
6	L	Provides public services by referring victims to government agencies, maintaining visibility for crime deterrence, meeting with the community, organizing and presenting community benefit programs such as safety and drug awareness and serving as a special officer, instructor and explorers post advisor as necessary. Any other duties as required.
7	L	Proficiently and properly operates required equipment.
8	M	Maintains all weapons, vehicles and other issued personal equipment. Attends required training and or certification classes.

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CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Police Recruits - Graduation from the Norfolk Police Academy. Police Officer from another jurisdiction - Graduation from a state recognized Police Academy similar to the Norfolk Police Academy.
Certifications and Other Requirements	Must successfully pass all entry level testing and assessments and have a valid Driver's License. Police Recruits - Department of Criminal Justice Services (DCJS) certification; certification by Chief of Police of completion of probationary period as a Police Recruit, administration of Oath of Office by the Chief of Police or designee and receipt of warrant of appointment. Police Officer from another jurisdiction – Department of Criminal Justice Services (DCJS) certification or attainment no later than 8 weeks after their appointment; administration of Oath of Office by the Chief of Police or designee and receipt of warrant of appointment upon hiring.
Reading	Work requires the ability to read various reports, investigative materials, technical manuals, court documents and state and city codes.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, warrants, correspondence, statements, and investigative notes.
Managerial	May include managing and designing community activities and programs.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work may require functioning as a lead worker and would include overseeing work quality, training instructing and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, criminals, lawyers, and judges.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Investigations, surveillance, training, presentations, court, interviews, shooting range speaking to groups, observations, during investigations or at crime scene
Sitting	C	Investigations, surveillance, training, presentations, court, interviews, driving, case preparation, paperwork, computer, desk work, answering telephone, meetings, driving
Walking	F	Investigations, walking canines, to/from crime scenes searches, arrests, surveillance, patrolling Inter-office, to/from crime scene, during evidence searches, to/from meetings
Lifting	F	Prisoners, suspects, evidence, equipment, training canines, books, records, files office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton
Carrying	F	Evidence, equipment, books, records, files, office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton
Pushing/Pulling	F	Prisoners, suspects, physical training, stalled vehicles, barricaded doors, during arrest or at crime scene
Reaching	F	Recovering evidence, supplies, equipment, phone
Handling	F	Canines, prisoners, equipment, evidence, supplies, reports, paperwork, office supplies, handcuffs, handguns/firearms, baton
Fine Dexterity	F	Typing, writing, firearm control, computer keyboard, calculator, telephone keypad, pepper spray
Kneeling	F	Recovering evidence, arrest procedure, training, at crime scene
Crouching	F	Recovering evidence, arrest procedure, training, at crime scene
Crawling	R	Recovering evidence, arrest procedure, training, at crime scene
Bending	F	Recovering evidence, arrest procedure, training, at crime scene, getting in/out of vehicle
Twisting	F	Recovering evidence, arrest procedure, training, at crime scene, getting in/out of vehicle
Climbing	O	Training, stairs, during pursuit
Balancing	O	Stairs, physical training, canine training, using firearms, on walls, fences, when fighting suspects, conducting training assignments
Vision	C	Reading, computer monitor, driving, investigations, surveillance, observations writing, filing, making arrests, driving
Hearing	C	Communicating with personnel, suspects and witnesses and on telephone, listening to radio, co-workers, supervisor, investigators, officers, various organizational groups, general public/citizens, meetings, sirens

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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Talking	C	Communicating with personnel, suspects and witnesses and on telephone, two way radio, co-workers, supervisor, investigators, officers, various organizational groups, general public/citizens, speaking engagements or presentations
Foot Controls	F	Driving
Other (specify)	O	Smelling: Detecting marijuana and drugs, running, pursuing and apprehending suspects

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office and police vehicle equipment. Computer systems and hardware., radio, whistle, flashlight, chemical weapons, surveillance equipment, tazor, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	W
Fire Hazards	M	Fumes and Odors	W
Explosives	D	Wetness/Humidity	W
Communicable Diseases	M	Darkness or Poor Lighting	W
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)