

Job Class Code: 7111	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to protect life and property, enforce laws, investigate crime, and train law enforcement officers. This is an assignment position at the discretion of the Chief of Police. The class is responsible for law enforcement, investigations, training, reporting, and administrative tasks. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision. This job classification provides service to the community on a 24 hour basis during all hours of the day and night. In order to accommodate this 24 hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

TYPICAL TASKS

- Conducts routine patrols and responds to calls for police services; apprehends lawbreakers and conducts follow-up investigations of crimes and other incidents.
- Provides information and/or assistance to the public, informing citizens of services in the community, or providing referrals to other city, county, or state agencies.
- Prepares and conducts training for new law enforcement officers; evaluates officer progress and prepares progress or qualification reports as required.
- Issues civil or legal documents such as traffic citations; prepares written reports, forms, and other documents as required; may testify in civil and criminal court proceedings or give depositions.
- Maintains the peace and safety of the community and provides for the safe flow of traffic and pedestrians within the community, investigates traffic accidents, enforces traffic violations, promotes vehicular and pedestrian safety, reports unsafe road conditions, and conducts DUI or other investigations.
- Provides specialized police service when trained and assigned such as K-9, Bicycle Patrol, Motorcycle Patrol, or other.
- May perform administrative or specialized functions when trained and assigned such as administrative support services, property and evidence, field and firearms training, public information, athletics, or other.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in law enforcement and training technology or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Special skills or equipment certification will be required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 03/22/17