

Job Class Code: 7122	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, and investigate crime. The class is responsible for surveillance, law enforcement, investigations, apprehension, administrative or special functions, and reporting. 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 in residential and business areas; maintains contact with businesses and residents to establish good relations.
- Responds to calls for police service and responds to crimes, domestic disputes, disturbances, disputes among neighbors, juveniles, or other incidents; apprehends law breakers as necessary; conducts surveillance of areas for suspected or potential criminal activity.
- Leads in conducting follow-up investigations of serious crimes and other incidents, questions witnesses, suspects, or informants, gathers evidence, and prepares reports; cooperates with other law enforcement or other agencies on case preparation, and testifies in court.
- 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.
- Maintains the peace and safety of the community by quelling public disturbances and maintaining order at group functions.
- Provides for the safe and convenient 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.
- Issues civil or legal documents such as traffic citations or warrants; prepares written reports, forms, and other documents as required.
- 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, Internal affairs, background investigations, supply and equipment management, property and evidence, training, public information, special events, or other.
- Attends case or staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- 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 business letters;

	speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and 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, police science, forensics, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and 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.