

Job Class Code: 7091	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, and reporting. The class works according to set procedures under direct 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 follow-up investigations of crimes and other incidents, conducts surveillance of areas for suspected or potential criminal activity.
- 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; prepares written reports, forms, and other documents as required; may testify in civil and criminal court proceedings or give depositions.
- Attends training meetings, 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	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others making a few decisions, affecting the individual and a few coworkers.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational	Requires high school diploma or GED.
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Requirement	
Experience	None required.
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.
Special Requirements	This job classification provides service to the community on a 24-hour basis. In order to accommodate the 24-hour service, this job classification is required to work rotating schedules, which include working weekends and holidays, and may involve work in excess of regularly scheduled hours when required by operational necessity.

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.