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| <b>Job Class Code: 7100</b>       | <b>FLSA Status: Partially Exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 4</b>               |

**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 some procedures; decides how and when to do things 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 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.
- 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**

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| <b>Data Involvement</b>                 | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.  |
| <b>Interpersonal/People Involvement</b> | Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.  |
| <b>Reasoning Requirements</b>           | Performs skilled work involving rules/systems but solves problems almost constantly.  |
| <b>Mathematical Requirements</b>        | Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.  |
| <b>Language Requirements</b>            | 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. |

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| <b>Mental Requirements</b>           | 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. |
| <b>Decisions/Supervisory Control</b> | Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.  |

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires high school diploma or GED and successful completion of the Chesapeake Police Academy, another acceptable Police Academy, or comparable training.  |
| <b>Experience</b>                          | None required.  |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and driving record in compliance with City Driving Standards. Special skills or equipment certification will be required  |
| <b>Special Requirements</b>                | 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.*