



Town of Wytheville

Job Opening

Job Title: **Police Officer** (Full-Time, with Generous Benefits Package)

DEPARTMENT: Police Department

FLSA DESIGNATION: Non-exempt

POSTED: 07/10/2024

HIRING RANGE: \$42,500 to \$48,500

Compensation will be Dependent on Education/Qualification

POSITION SUMMARY: **Police Officers** for the Town of Wytheville perform standard police patrol, investigation, traffic regulation / control, and other related law enforcement activities while under the general supervision of a Police Sergeant and Police Corporal. Officers work on rotating shifts to carry out assigned duties in conformance with Federal, State, County, and Town laws / ordinances. Please review the *Essential Duties and Responsibilities* section of the attached job description for additional information.

→ **The Job Description is attached, and also available online via the Town of Wytheville Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

ENTRY LEVEL REQUIRED MINIMUM QUALIFICATIONS: Must be 21 years or older at the time of employment. Must not have record of any felony conviction or other disqualifying criminal history. Must be a U.S. citizen and be able to read and write the English language. Must be of good moral character and of temperate and industrious habits. High school diploma or GED equivalent, supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or work experience in a related field. Any equivalent combination of education and experience will be considered. Must be able to attend and successfully complete a DCJS approved police academy Law Enforcement Basic Course within one (1) year of employment. Must possess a valid Driver's License without record of suspension or revocation in any state. Must be always kept in good standing. Ability to meet Department's physical standards.

LATERAL ENTRY REQUIREMENTS: Must be able to meet all Entry Level Requirements as listed above. Must be able to pass a medical examination and the Department's physical agility test. Must provide proof of successful completion of the DCJS Law Enforcement Officer Basic Course from an approved Police Academy.

If hired as entry or lateral level, continuation of employment will be dependent on maintaining physical standards and certification requirements. ***Please refer to the Job Description for additional Required Minimum Qualifications***

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: human.resources@wytheville.org, in person, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

JOB DESCRIPTION

Class Title: Police Officer

Department: Police
FLSA Status: Non-exempt
Effective Date: June 25, 2024

POSITION SUMMARY

Performs police patrol, investigation, traffic regulation, and related law enforcement activities as assigned.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant and Police Corporal.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio or telephone/cell phone for consultation on major emergencies of precedent.
- Carries out duties in conformance with Federal, State, County, and Town laws and ordinances.
- Patrols Town streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunk and disorderly, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift.

JOB DESCRIPTION

Class Title: Police Officer

Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

- Prepares a variety of reports and records including officer's Daily Report, reports of investigation, FR300 Accident Report, field interrogation report, alcohol influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Undertakes community-oriented police work and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc., if certified in that specific discipline.
- Participates in investigating criminal law violations occurring within the Town limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers or other Town departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Town Attorney, General District Court Clerks, Juvenile and Domestic Relations Court Clerks, Circuit Court Clerks, and Commonwealth Attorney's Office regarding cases, policies and procedures, as needed and assigned.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other Town officials in the performance of police operating activities.
- Serves as a member of various employee committees.

REQUIRED MINIMUM QUALIFICATIONS

Entry Level Requirements:

Must be 21 years or older at the time of employment. Must not have record of any felony conviction or other disqualifying criminal history. Must be a U.S. citizen and be able to read and write the English language. Must be of good moral character and of temperate and industrious habits.

Entry Level Education and Experience:

High school diploma or GED equivalent, supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or work experience in a related field. Any equivalent combination of education and experience will be considered.

JOB DESCRIPTION

Class Title: Police Officer

Must be able to attend and successfully complete a DCJS approved police academy Law Enforcement Basic Course within one (1) year of employment.

Entry Level Knowledge, Skills and Abilities

Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Some skill in operating the tools and equipment listed.

Ability to learn the Town's geography.

Ability to learn the applicable laws, ordinances, and department rules and regulations.

Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions.

Entry Level Certifications, Licensures and Special Requirements

Must possess a valid Driver's License without record of suspension or revocation in any state. Must be always kept in good standing.

Ability to meet Department's physical standards.

If hired, continuation of employment will be dependent on maintaining physical standards and certification requirements.

Lateral Entry Requirements

Must be able to meet all ***Entry Level Requirements*** as listed above.

Must be able to pass a medical examination and the Department's physical agility test.

Must provide proof of successful completion of the DCJS Law Enforcement Officer Basic Course from an approved Police Academy.

TOOLS AND EQUIPMENT USED

To include but not limited to police car, emergency equipment, police radio, in-car camera equipment, RADAR and LIDAR Speed Detection devices, handgun and other weapons as assigned, asp baton, handcuffs, other restraint devices as assigned, breathalyzer, phone and cell phone, and first aid equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

JOB DESCRIPTION

Class Title: Police Officer

Physical Demands: While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Approval: _____ Date: _____
Department Head Town Manager

Revision History: October 1994; April 2002; January 2006; January 2007; January 2008; January 2009; January 2010; November 2013; September 2017; June 2024.

Job Description Acknowledgement:

My signature below represents that I have received the complete job description. Further, I understand the following: it is my responsibility to read the job description and to fully understand the requirements set forth therein; the job description is to be used as a guide and that I will be responsible for performing other duties as assigned; and this job description does not constitute an employment contract with the Town of Wytheville.

Employee Signature: _____ Date: _____