



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
POLICE OFFICER RECRUIT
POLICE DEPARTMENT

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position serves as the entry level trainee classification where employees are required to attend and successfully complete a Police Academy to learn the proper procedures and policies in law enforcement and crime prevention. Reports to a Police Training Sergeant.

ESSENTIAL JOB FUNCTIONS

Learns techniques to evaluate situations and determines the most appropriate course of action including pursuing or apprehending suspects; interviewing victims, witnesses, suspects, and other contact persons; crime scene and evidence preservation.

Studies various criminal activities requiring law enforcement intervention such as homicides, sexual assaults, robberies, property crimes, domestic violence, narcotics related activities, crimes by and against juveniles, and other crimes.

Studies guidelines to present court testimony and maintain associated case files; becomes familiar with completing forms, preparing reports, and correspondence.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Law Enforcement – Basic knowledge of laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.
- Safety/Security – Knowledge of common safety rules, regulations, procedures and practices to include effective restraint techniques, basic first aid and CPR.

REQUIRED SKILLS

- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- **Critical Thinking** – Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

REQUIRED ABILITIES

- **Communication** – Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing.
- **Judgment/Decision Making** – Ability to anticipate, identify and evaluate potentially dangerous, unusual or deviating situations and to exercise appropriate judgment to establish priorities and take prompt action for problem resolution. Evaluates the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

EDUCATION AND EXPERIENCE

Requires a minimum of a high school or general diploma or a combination of education and training.

ADDITIONAL REQUIREMENTS

Must be 20 years of age at the time of the written test and 21 years of age at the time of appointment.

Must pass an initial written test and physical agility.

Requires a comprehensive background investigation to include a local, state and federal criminal history check; sex offender registry and credit check.

Requires satisfactory results from a medical, psychological evaluation and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

A valid Virginia's driver's license prior to employment with an acceptable driving record to include a zero or positive point balance and are required to refrain from the use of tobacco.

Must obtain and maintain for continued employment U.S. Citizenship prior to appointment as a Police Officer; all State requirements for Police Officers as specified in Virginia Code; all federal and state requirements to carry a firearm; and may require certifications such as Breathalyzer certification.

Must be able to wear a standard issued duty belt with all applicable instrumentations.

The job is considered Essential Personnel and will be required to work a variety of schedules in a 24 hour, 7 day a week, which includes, nights, weekends, holidays, and during and following natural disasters and emergency situations.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing, stooping, kneeling, crouching, running, crawling.
- Some lifting to include overhead lifting, carrying, pushing and/or pulling moderately heavy objects and materials (20-50 pounds)
- May occasionally involve heavier objects and materials (up to 100 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, smoke, temperature and noise extremes, hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease or rude/irate persons.