



# Town of Occoquan, Virginia

## Job Announcement

314 Mill Street, Occoquan, VA 22125

[www.occoquanva.gov](http://www.occoquanva.gov)



### **NOW HIRING: AUXILIARY POLICE OFFICER**

The Auxiliary Police Officer performs general police work in the protection of life and property through the enforcement of laws and ordinances. Work in this position may consist of routine patrol, traffic control duties, and/or special event details. The Auxiliary Police Officer reports directly to the Chief of Police or other supervisory officer as may be designated.

#### **ESSENTIAL JOB FUNCTIONS:**

- Patrols the Town to preserve law and order, to identify and solve problems, to prevent and discover the commission of crimes, to serve the public and to direct traffic and enforce the motor vehicle law.
- Operates in accordance with all applicable Federal, State and Town rules, regulations and Occoquan Police Department's General Orders, and policies and procedures.
- Answers calls and complaints involving fire, automobile accidents, neighborhood disturbances and other misdemeanor and felony crimes.
- Secures crime scenes, administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses and makes arrests.
- Attends regular in-service training classes to maintain state certification.
- Performs crime prevention activities.
- Work a minimum of 4 special events per year.

#### **ADDITIONAL JOB FUNCTIONS:**

- Support the Town's administrative office as needed.
- Available to work entire craft show weekend (Friday through Sunday), holidays, and any court dates assigned.
- Other duties as assigned.

#### **MINIMUM TRAINING AND EXPERIENCE:**

- Must possess current DCJS certification as a Law Enforcement Officer.
- Must be 21 years of age.
- Must be a high school graduate or equivalent.
- Must be a U.S. Citizen.
- Must possess a valid Virginia driver's license with a good driving record.
- Must pass a background investigation with no felony or misdemeanor convictions involving moral turpitude or domestic violence.
- Must be in good physical condition.

- Applicants must successfully complete oral interviews, background investigation, drug screen, and may be required to complete a medical examination or psychological evaluation as required by the Town.

#### **PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

Typically performs duties on foot or from a motor vehicle; regular desk duties include writing reports, accessing computer information from computer terminals; frequent and extensive walking, standing and occasional running is necessary; occasional heavy lifting and pushing is required; extensive periods of sitting may be necessary; ability to physically subdue and restrain an individual is occasionally required; this position requires performance of duties in adverse weather, day and night; regular exposure to life-threatening and emotionally stressful situations is required; regular contact is made with the general public; frequent contact with community and school groups to inform and educate on crime prevention activities is necessary; occasional contact with government officials including Judges, and lawyers is necessary to serve as a witness or in conjunction with arrests and citations. Contacts may require considerable tact, diplomacy and discretion.

#### **POSITION SPECIFICS:**

**Salary:** This is an uncompensated volunteer position.

**Benefits:** *Not eligible.*

#### **HOW TO APPLY:**

Submit cover letter and résumé by mail or email to:

Occoquan Police Department

Attention: Chief A. Linn

P.O. Box 195

Occoquan, VA 22125

[alinn@occoquanva.gov](mailto:alinn@occoquanva.gov)

**The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position.**