



# Town of Occoquan, Virginia

## Position Announcement

314 Mill Street, Occoquan, VA 22125

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

<b>Position: POLICE OFFICER</b>	<b>Base Salary: \$22.00-26.00/hour (\$45-54k year)</b> Benefit package for full time employees- health/dental/ life insurance, VRS Retirement, paid annual/sick time, overtime opportunities
<b>Department: POLICE</b>	<b>Work Schedule: Flexible including nights, weekends and holidays; work schedule coordinated with Police Chief; 40 hours per week, on average.</b>
<b>Position Type: PERMANENT, FT</b>	

Police Officers perform non-supervisory general duty police work involving the protection of life and property through the enforcement of laws and ordinances, as well as community policing. Work in this position normally consists of routine patrol in Town; apprehension of criminals and offenders; enforcing traffic laws; responding to calls for service and complaints from citizens involving accidents, misdemeanors, and felonies; conducting accident and criminal investigations; gathering evidence; interviewing suspects and witnesses; writing reports; making arrests as required; providing courtroom testimony and other related police duties. Police Officers report 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.
- Testifies in court.
- Interviews/interrogates suspects, gathers information and prepares detailed reports.
- Attends regular in-service training classes to maintain state certification.
- Performs public safety and crime prevention activities.

### ADDITIONAL JOB FUNCTIONS

- Expected to work rotating 8-hour shifts, including nights and weekends.
- Available to work Town events, holidays, and any court dates as assigned.
- Other duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE**

- Possesses current DCJS certification as a Law Enforcement Officer; there is no provision for an entry level position. Proof of DCJS certification must be provided at the time of application.
- Candidates must meet the minimum employment criteria set forth in §15.2-1705 of the Code of Virginia and meet the following minimum requirements: (1) Must be 21 years of age; (2) Must be a high school graduate or equivalent; (3) Must be a U.S. citizen; (4) Must possess a valid Virginia driver's license with a good driving record; (5) Must pass a background investigation with no felony or misdemeanor convictions involving moral turpitude or domestic violence; and (6) Be in good physical condition.
- Ability to deal courteously but firmly with the general public.
- Demonstrated ability to understand and carry out oral and written instructions, and to prepare clear and comprehensive reports.
- Ability to act without immediate supervision and exercise independent judgment in meeting emergencies.
- Possesses physical ability to perform job tasks.
- Ability to establish and maintain effective working relationships with coworkers, elected officials and the general public.
- Applicants must successfully complete oral interviews, background investigation, drug screen, and may be required to complete a medical examination, polygraph, and/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.
- Requires performance of duties in adverse weather, day and night.
- Requires regular exposure to life-threatening and emotionally stressful situations.
- Requires regular contact with the general public and frequent contact with community to inform and educate on crime prevention and public safety activities.
- Requires occasional contact with government officials including Judges and lawyers to serve as a witness or in conjunction with arrests and citations. Contacts may require considerable tact, diplomacy and discretion.

**Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**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.**