



CLASS SPECIFICATION FOR:
Police Officer

General Statement of Duties:

Performs law enforcement duties in an assigned area during a specific period; assists in investigations of criminal offenses and in the apprehension of criminals; does related work as required.

Distinguishing Features of Class:

This class receives intensive training in the various phases of police work, and assignments are carried out under close supervision during entire training period. After completion of training, the Officer is assigned to regular patrols and is charged with considerable responsibility for the protection of lives and property. In discharging responsibilities, the Police Officer must exercise sound judgment in emergencies and must apply his/her knowledge of policing techniques and practices and federal, State and local laws.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Patrols a specific area in a police vehicle;
- Checks doors and windows of businesses and residential property;
- Investigates suspicious activities and makes arrests for violations of federal and State laws and local ordinances;
- Arrests, processes and escorts prisoners to jail and to courts;
- Receives complaints and makes investigations of wanted and missing persons and of stolen cars and property, and maintains surveillance for recovery and apprehension;
- Maintains crowd and traffic control as needed due to accidents, emergencies, or at special events where there are large gatherings of people;
- Administers first-aid treatment and lifesaving techniques as needed;
- Reports defects in streets and highways requiring the attention of other agencies;
- Reports damaged traffic signs and traffic signals and street lights that are out of order to proper authority for repair;
- Issues summonses and warnings for traffic violations;
- Makes daily report of activities and detailed reports of specific incidents, accidents, investigations or special assignments;
- Assumes responsibility for proper maintenance of assigned Division vehicle;
- Receives and investigates complaints of a general nature from the public;
- Prepares and presents informational programs on police-related subjects to interested groups;
- Prepares cases and presents testimony in court;
- Provides immediate supervision and training for school guard detachment;
- Maintains accident map;
- Conducts interrogation of suspects involved in criminal offenses;
- Discovers, preserves and corroborates physical evidence at a crime scene for presentation in criminal prosecution;
- Prepares details of criminal case files pertaining to major offenses;
- Operates surveillance equipment;
- Investigates narcotics and drug offenses, which process requires a number of chemical tests for suspected narcotics and drug violations;
- Investigates applications for permits to carry concealed weapons, to sell weapons retail, to serve as private investigators and to operate dance halls;
- Conducts specialized investigations of worthless checks and forgeries;
- Interviews, tests, and conducts background investigations of applicants for employment with the Division;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Ability to be courteous yet firm with the public and to be alert; ability to use discretion and good judgment; ability to understand and to carry out complex oral and written instructions; ability to drive an automobile; ability to learn how to use firearms; good powers of observation and memory; excellent moral character; physical condition that permits the activities necessary in and inherent to the police officer profession; good written communication skills to properly prepare accurate case-related paperwork and render accurate paperwork related to all job assignment activities; and good oral communication skills with the ability to communicate effectively with diverse populations.



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Human Resources Department
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CLASS SPECIFICATION FOR:
Police Officer

Minimum Education and Experience:

Education: Graduation from high school

Experience:

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Possession of a valid driver's license issued by the State of Virginia. Must be a citizen of the United States. Requires a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the job.

NOTE: This class is part of an approved career series with an approved career development plan. Additional knowledge, skills, abilities, educational, experience or other additional requirements may be required based on the prevailing career development plan.

G.D.U.0001

Career Code:

Date of last Revision: 6/8/2009