



Police Officer

General Description

This position performs responsible protective service work involving a variety of general or support duty Police assignments; does related work as required. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Work is performed under the regular supervision of a Police Sergeant or Corporal.

Essential Job Functions

- Enforcing laws; investigating criminal activity; ensuring safety of public; testifying in court; maintaining records and files; preparing reports.
- On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints.
- Enforces traffic laws and parking ordinances; issues citations for traffic violations; investigates traffic accidents.
- Serves warrants and makes arrests, maintains warrant records; testifies in court.
- Provides Police escorts; directs traffic; performs residential and commercial building checks.
- Reports unsafe conditions existing in street or other public facilities.
- Assists other Police officers and other law enforcement agencies when requested.
- Responds to inquiries and complaints; provides directions to visitors.
- Makes presentations about law enforcement and the Division to citizens, groups, colleges, etc.
- Interviews suspects, victims and witnesses; investigates crimes.
- Prepares detailed reports on activities and assignments.
- Participates in a variety of in-service training programs.
- May be selected as a Special Response Team member.
- May act as a Bike Patrol Officer.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Some knowledge of Police methods, practices and procedures.
- General knowledge of the geography of the City and location of important buildings.
- Some knowledge of the rules and regulations of the Police Division.
- Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports.
- Ability to deal courteously, firmly and tactfully with the public.

- Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Possession of physical agility and endurance.
- Skill in the use of firearms and the operation of a motor vehicle.
- Ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High School diploma or GED required minimum or any combination of experience working with the public and education accepted as well.

Certifications and Preferences

Be at least 21 years of age, pass physical and psychological examinations, and a drug screening test. Possess a valid Commonwealth of Virginia driver's license, and a Department of Criminal Justice Certification. A valid Commonwealth of Virginia Breath Alcohol Operator License is preferred.

Additional Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling:

- Vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to receive detailed information through oral communications and/or make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
- The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Application Process

Interested applicants are requested to complete a City employment application which can be found at www.covington.va.us under "City Government" and then "Employment". In addition to the basic application, candidates are requested to complete an information waver and resume. Applications are to be sent via email to policeinfo@covington.va.us or via mail to Detective R. B. Baker Covington Division of Police, 333 W. Locust Street, Covington, VA 24426.

Applications will be accepted until positions are filled.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.