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**TITLE:** Police Officer - Patrol  
**DEPARTMENT:** Police Department  
**HIRING SALARY:** \$40,250 - \$41,500 (12-hour Shifts)  
**FLSA STATUS:** Non-Exempt

**General Description:**

An employee in this class contributes to the social and economic well-being of our community by working in partnership with citizens to keep Blacksburg a safe place to live and work while performing a full range of general law enforcement duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrolling the streets, observing, assessing, monitoring, analyzing, and retaining information in order to determine the need for police intervention while reducing crime and the fear of crime.
- Responds and takes appropriate action on a wide range of calls for police service to include, but not limited to, calls for emergency assistance, crimes in progress, complaints of suspicious or criminal activity, domestic and neighborhood disputes, loud and disruptive behavior; concerns involving persons of diminished capacity, traffic accidents, and congestion, and civil disputes. Assist the police chief in ensuring that laws and ordinances are enforced and that the public peace.
- Conducts investigations of traffic violations, traffic accidents, and criminal activity through personal observations and interviews of victims, witnesses, and suspects. Protects, photographs, diagrams, documents, and collects physical evidence for presentation in court.
- Drives a patrol vehicle for up to 12 hours a day in routine situations and during emergencies while simultaneously operating police emergency equipment and a two-way radio to transmit and receive information. Operates a mobile data terminal while on patrol accessing Computer-Aided Dispatch information, Records Management System, criminal warrants, driver license information, and vehicle registration information. Maintains vehicle weapons and other equipment in standard working order.
- Issues citations, serve warrants, summons, and subpoenas, and makes warrantless arrests.
- Regulates and directs vehicular and pedestrian traffic when needed. Conducts special targeted enforcement efforts to enforce seatbelt, alcohol, speed, or other laws
- Completes mandatory state and federal in-service training.
- Advises the public on laws and local ordinances; serves papers as needed
- Assists stranded motorists; gives information and directions to visitors and the general public
- Performs all other duties and tasks as required.

**KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, and department rules and regulations.

## **EDUCATION AND/OR EXPERIENCE:**

High school diploma or GED. Associates Degree in police science, criminal justice, or a related field is desirable. One to five years of continuous time in service as a Certified Class 1 Police Officer. Any equivalent combination of education, experience, and training that provides the necessary knowledge, skills, and abilities will be considered.

The annual/starting salary will be adjusted for a recruit that has received the following degrees:

• AAS + \$500 • BA/BS Degree + \$1,000 • Master's Degree + \$1,500

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of, or ability to obtain, a valid South Carolina driver's license.

Must have a clean criminal record (no felonies, serious misdemeanors, criminal domestic violence, or crimes of moral turpitude).

South Carolina Criminal Justice Academy Certification Class 1 required.

## **EQUIPMENT USED:**

An official Town motor vehicle, police radio, radar gun, handgun, and other weapons as required, side handle baton, handcuffs, first aid equipment, and personal computer.

## **PHYSICAL DEMANDS:**

Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or controls, and to reach with hands and arms. Vision abilities required by this job include close vision and the ability to focus. The employee may be required to push, pull, lift, and/or carry 50 pounds. Work involves operating a motorized vehicle.

## **WORK ENVIRONMENT:**

Work is performed at both an indoor office and field environment, including construction sites throughout the Town; Occasional traverse of difficult terrain in adverse weather conditions is required; Regular maneuvering through heavy construction sites, climbing up and down ladders, and walking to reach inspection sites as necessary; Occasional contact with the court and law enforcement officials as necessary.

## **EMPLOYEE BENEFITS**

The Town covers 100% of the employee's premium for health, dental, and vision insurance with life insurance policy paid by the Town as well. Also, the Town participates in the South Carolina Retirement System, and deferred compensation plan.

## **Freedom to Act and Impact of Action**

Receives General Direction. The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Work has a significant impact of action.

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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.