

Town of Damascus

"The Strength of a Town Lies in the Confidence and Cooperation of Its People"

PO DRAWER 576

DAMASCUS, VIRGINIA 24236-0576

TELEPHONE # 276-475-3831 ext.2

FAX # 276-475-3241

Email clerk@visitdamascus.org

POSITION TITLE: Police Officer

CATEGORY: Police

POSITION PLACEMENT: Appointed by the Town Council

PUBLIC SERVANT: Serves at the pleasure of the Council

REPORTS TO: The Chief of Police

REQUIREMENTS: High school diploma or GED

JOB SUMMARY: Performs general duty police work involving the enforcement of state and local laws and ordinances for the purpose of protecting life and property. Work consists of routine patrol tasks performed in accordance with prescribed regulations and requires a detailed knowledge of motor vehicle laws and all criminal laws. Good public relations must be established and maintained to make law enforcement effective. Discretion, courtesy, and tact must be exercised in determining whether the nature of a violation justifies a warning or arrest, in assuring persons that their constitutional rights are being respected, and in firmly handling belligerent, excited, or recalcitrant individuals. Apprehending law violators is frequently dangerous, involving travel at high speed on the highways and the use of firearms. The officer works alone the major portion of the time, exercising independent discretion when faced with emergencies involving apprehension of lawbreakers and traffic accidents. Supervision is received from the Lieutenant, or a Sergeant.

Duties as a Police Officer may include, but are not limited to:

1. Patrols highways in a police vehicle; apprehends law violators; issues warning or summons or makes arrest.

2. Investigates crimes and accidents for the purpose of obtaining facts and evidence for presentation in court; visits scene of traffic accidents, clears road of bystanders; places flares if needed, and keeps traffic moving; cares for injured persons and administers first aid as required.
3. Assists in such tasks as quelling fights, disorders, and riots and participating raids and searches; investigates complaints and takes appropriate action.
4. Directs traffic to relieve congestion; assists motorists by giving traffic information and advice as called upon; answers questions from the public on laws governing motor vehicle operation and laws and rules governing human conduct in general; directs traffic at crosswalks.
5. Appears in court as a witness in criminal and civil cases.
6. Patrols business and residential areas; investigates suspicious circumstances.
7. Performs routine maintenance on assigned police vehicles, such as washing, checking the oil, keeping the tires inflated properly, and filling the fuel tank.
8. Performs other related duties as required or assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Applicants shall have a high school diploma or equivalency certificate (such as a G.E.D.)
- Must be in good physical condition with the ability to pass physical requirements testing to become or maintain certification as a police officer.
- Must have good driving record and ability to legally operate a motor vehicle in the commonwealth of Virginia.
- Must have good person skills, ability to deal firmly but courteously, and a good record relative to character and reputation locally or on social media
- Must be able to demonstrate familiarity with traffic laws and criminal laws, skill in the use of firearms, and the ability to satisfactorily complete statutory training requirements.
- Good powers of observation and memory, and good judgment and ability to react logically under conditions of stress will be necessary.

SPECIAL REQUIREMENTS:

Vehicle Operators License with a satisfactory driving record