

Town of Onancock Police Department

Application for Officers Position

General Definition of Work

Performs protective service work patrolling the Town of Onancock, responding to service requests, enforcing laws and ordinances, making arrests, testifying in court, preparing records and files, preparing reports, and related work as apparent or assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Essential Functions

- On an assigned shift, operates a patrol vehicle or walks to observe for violations of criminal and traffic laws, suspicious activities, or persons, and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints; explains and enforces applicable State and local laws and ordinances.
- Interviews witnesses, victims, and suspects to obtain additional necessary information regarding crimes, crashes, violations, etc.; helps investigate crimes and collect evidence; conducts searches.
- Enforce traffic laws; issues citations for traffic violations and investigates traffic crashes; completes seatbelt surveys in certain locations to view problem areas.
- Provides police escorts, directs traffic; performs residential and commercial checks; attempts to reduce law infractions and crashes through high visibility.
- Serves warrants, summons, civil and criminal papers, etc.; attends and testifies in court; discusses cases with the Commonwealth Attorney.
- Detains, arrests, transports, and/or escorts suspects and evidence to the appropriate facility with due regard for safety.
- Ensures vehicle is properly maintained and performs vehicle inspections; maintains individual equipment.
- Prepares detailed reports on activities and assignments; completes court paperwork, crash reports, witness subpoenas, arrest records, fingerprints, photographs, etc.; complete miscellaneous community service reports such as seatbelt surveys, speed surveys, citizen questionnaires, etc.

Knowledge, Skills and Abilities

General knowledge of law enforcement methods, practices, and procedures; general knowledge of the geography of the Town and location of important buildings; general knowledge of applicable local, Federal, and State laws; general knowledge of the rules and regulations of the Police Department; skill in the use of firearms and the operation of an automobile; ability to understand and carry out oral and written instructions; ability to communicate effectively in oral and written form; ability to prepare clear 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 hazards and circumstances; ability to establish and maintain effective working relationships with associates, other law enforcement officials, medical personnel, legal personnel, and general public.

Education and Physical Requirements

High school diploma or GED.

Must meet the departments minimum physical requirements.

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Conditions of Employment

- Must be a citizen of the United States.
- Must be at least 21 years of age.
- Must be physically able to perform essential job functions which are attached.
- Vision must be corrected to 20/20 and may not exceed the following: vision must be 20/50 or better in one eye uncorrected and 20/100 or better in the other eye uncorrected. Color blindness shall be disqualifying, to include pronounced shade deficiencies.
- Must be a high school graduate from an accredited high school.
- Must currently have or obtain a valid Virginia Driver's License within 30 days of employment.
- No criminal convictions - minor traffic violations are allowed.
- Must have good credit rating.
- Must successfully complete all phases of the selection process.
- Upon appointment, you will serve as a probationary employee for one (1) year. Officers serving in a probationary status may have that period extended for "less than satisfactory job performance" or be dismissed from employment at the discretion of the chief of police.

Disqualifiers

- Criminal History
 - Felony conviction.
 - Conviction of a crime involving moral turpitude (a crime involving honesty, moral conduct, etc.).
 - Conviction of a Class 1 or Class 2 misdemeanor Code of Virginia, or the equivalent.
 - Conviction of a Class 3 or Class 4 misdemeanor Code of Virginia, or the equivalent (Evaluated on a case by case basis).
- Traffic Violations
 - Minus eight points on a Virginia Operators License or the equivalent for out of state license.
 - Conviction of Driving Under the Influence of Drugs or Alcohol, Refusal to take Blood or Breath Test, Eluding Police, Hit and Run, or Racing.
 - Suspension/Revocation of Driving Privileges will be reviewed on an individual basis.
- Drug Use
 - Use or possession of any type of illegal drugs/narcotics/controlled substances within the last two years.
 - Involvement in the distribution of any illegal drugs/narcotics/controlled substances.
- Other
 - Dishonorable discharge from any military service. Less than honorable or general discharges will be reviewed on a case by case basis.
 - Untruthfulness, dishonesty or withholding of any information associated with the application/selection process for police officer with the Town of Onancock.
 - Failure to provide complete and accurate information on any application or other documents associated with the position.
 - Failure to appear for or cancel a scheduled appointment in a timely manner can be grounds for removal of the applicant from the application/selection process. Cancellations must be made at least 24 hours prior to the scheduled appointment.

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STEPS OF HIRING PROCESS:

This page is to be kept by the applicant and used as a check-off guide.

Complete Application

Submit Application

Date Submitted: _____

— IF SELECTED —

Pre- Interview (possible)

Date & Time Scheduled: _____

— IF SELECTED —

Complete Application Background

Submit Application Background

Date Submitted: _____

— IF SELECTED —

Interview

Date & Time Scheduled: _____

— IF SELECTED —

Anger Control Questionnaire

Date Submitted: _____

Mental Wellbeing Questionnaire

Date Submitted: _____

Physical

Date & Time Scheduled: _____

Drug Testing

Date & Time Scheduled: _____

Follow-Up Interview (possible)

Date & Time Scheduled: _____