

## Job Description – Patrolman – Town of Onley

### Necessary Skills:

Must have good writing and communication skills. Must be able to lift 25 lbs. Must possess a valid Virginia driver's license (with a clean driving record). Must be in good physical and mental condition. Must be a Virginia Certified Police Officer or must complete and pass the basic law enforcement academy.

### Duties and Tasks:

1. Protect and serve the citizens of the Town of Onley.
2. Conduct yourself in accordance with the Mission Statement of the Town of Onley Police Department.
3. Patrol the Town of Onley, while actively seeking all who commit crimes against the Commonwealth and the Town.
4. Enforce the Traffic Laws of the Commonwealth of Virginia and issue Virginia Uniform Summons
5. Investigate all crimes that are reported or found during routine patrol the Town of Onley.
6. Must be able to make a forcible physical arrest in accordance with the Laws of the Commonwealth and the Town Police Policies.
7. Must be available to work shift work (example: days, nights, weekends, holidays and special assignments).
8. Must be available to go for training when deemed necessary by the Chief and approved by the Council
9. If take home vehicle is provided, officer must comply with the rules set forth in the Policy.
10. Must read, sign, and comply with the Town of Onley Personnel Policies and Police Policies.
11. And perform all other job duties assigned by the Chief of Police.

Reports to: Chief of Police

### Education/Experience:

High school diploma or GED. Must have basic computer skills. Must be a Virginia Certified Police Officer.

All additional training is a plus.