

**City of Greenbrier  
Job Description**



**Job Title: Police Officer  
Reports To: Police Sergeant  
Supervises: None  
FLSA Status: Non-Exempt**

**I. Purpose of Job**

Patrols City to protect people and property by enforcing municipal ordinances and state laws. Investigates crimes.

**Essential Job Duties**

**1. Patrols Designated Area**

- As assigned, patrols areas of jurisdiction to maintain law enforcement visibility for motorists, businesses, and residences.
- Makes traffic stops for traffic violations; validates driver's licenses and checks for outstanding warrants; issues citations.
- Identifies and investigates suspicious activity; determines if crime has been committed; arrests offenders if probable cause is shown.
- Develops awareness of patrol area; makes acquaintances with residents, business employees, etc.
- Provides directions.



## **2. Responds to Emergency Calls and Alarms**

- Responds to domestic violence calls; defuses situation; if requested transports individuals to safe place.
- Responds to commercial or residential burglary alarms; checks premises for signs of forced entry.
- Responds to calls concerning suspicious activity.
- Conducts initial field investigations; determines if crime has been committed; arrests offenders if probable cause is shown.
- Investigates traffic accidents; collects evidence and witness statements; completes accident reports.
- If appropriate, assists motorists change flat tire.

## **3. Provides Traffic Control**

- Directs traffic at accident scenes, road closures, and special events.

## **4. Completes Incident Reports**

- Creates and enters incident reports; inputs correct incident codes.



## **5. Represents Department in Court**

- Prepares for court appearances.
- Appears in municipal, general sessions, and circuit court; testifies to judges or grand jury; responds to subpoenas.

## **Other Job Duties**

Performs other job duties as assigned, including some or all of the following:

- Checks vehicle fluid levels, tires, lights, emergency lights, siren, wipers and other components to ensure operating properly.
- Serves as Field Training Officer.
- Serves as Court Bailiff.
- Assists other public safety agencies as needed.
- Maintains weapons, radar, emergency equipment, and computers as qualified.

## **Primary Job Challenges**

Primary challenges of this position include:

- Providing services 24/7 for growing community with small Police Department.
- Incorrect information being publicized via social media.
- Balancing public relations and law enforcement aspects of Police work.



### **Equipment Operated**

Computer, printer, fax machine, telephone, radio, law enforcement equipment, vehicle

### **Key Competencies Required**

#### **Technical Knowledge**

Has thorough knowledge of law enforcement and standard police practices as necessary in the completion of daily responsibilities. Has thorough knowledge of current criminal and civil law including laws of arrest, rules of evidence, and courtroom procedures and laws governing jail procedures and facilities. Has knowledge regarding modern crime scene management and criminal investigation techniques, principles, and methods and how they relate to law enforcement and police work.

#### **Conflict Management Skills**

Able to defuse tension, focus on understanding facts instead of emotions, and work together toward compromise.

#### **Written Communications Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

#### **Verbal Communications Skills**

Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret graphic representations.

### **Drive for Results**

Sets high expectations for self; accepts responsibility for timely and effective completion of work. Does whatever it takes to safely and effectively achieve desired results.

### **Teamwork**

Aids others when they need it; anticipates others' need to know and provides required information; listens and responds constructively to other team members' ideas; gives honest and constructive feedback to other team members.



### **Adaptability**

Changes approach and methods to achieve results to fit circumstances; copes well with uncertainty; embraces change.

### **Attention to Detail**

Thorough and conscientious in completing job tasks; diligently checks work to ensure that all essential details have been considered.

### **Flexibility**

Able to switch from one task to another as needed.

## **VII. Physical Demands and Work Environment**

**Physical Demands:** Performance of the essential duties of this job requires the incumbent to:

- Occasionally stand or walk.
- Frequently sit and use hands to finger, handle, or feel.
- Frequently reach with hands and arms.

- Occasionally climb or balance.
- Occasionally stoop, kneel, crouch, or crawl.
- Regularly talk or hear.
- Occasionally taste or smell.
- Regularly lift up to 10 pounds.
- Frequently lift up to 25 pounds.
- Occasionally lift up to or more than more than 100 pounds.

**Work Environment:** Performance of the essential duties of this job requires:

- Occasional exposure to wet or humid conditions (non-weather).
- Occasional work near moving mechanical parts.
- Occasional work in high, precarious places.
- Occasional exposure to fumes or airborne particles.
- Occasional exposure to toxic or caustic chemicals.
- Regular exposure to outdoor weather conditions.
- Occasional exposure to risk of electrical shock.

The work environment is moderately noisy (examples: business office with computers and printers, light traffic).



## VIII. Qualifications

**Education and Experience:** The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through attainment of a High School diploma or GED.

### **Required Certifications/Licenses:**

POST Certified (Preferred)

Starting Pay is 18.00-20.00

Health, Vision and Dental Insurance