

## **Background and Application Instructions for Police Officer**

November 3, 2016

This is to provide a summary on the of the position listed above and to issue a standard set of application instructions to all interested individuals.

This new position be one of what will be a 6-officer Town of Amherst Police Department.

Applicants are to fill out a Town of Amherst application form available on the Town's web site (<http://amherstva.gov/departments/forms-files-downloads/>, under Miscellaneous Forms) and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. **A resume will not be considered an acceptable substitute for this application.**

Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. **General inquiries by the applicant via telephone or in person are discouraged.**

Applications will be considered until the position is filled. Screening interviews will be scheduled as applications are received.

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### **Police Officer**

The Town of Amherst is accepting applications for employment as a Police Officer. This is an entry level position so both certified and uncertified but otherwise qualified and interested individuals are invited to apply before November 28, 2016. The starting pay for this position is anticipated to be \$17.94/hr (\$37,305/yr). Information on the Town and the application form can be found at [www.amherstva.gov](http://www.amherstva.gov). EOE

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# Amherst Police Department

174 S. Main Street / P.O. Box 280  
Amherst, Virginia 24521  
Phone: (434) 946-7874 Fax: (434) 946-2087

Robert G. Kimbrel, CPS  
Chief of Police

## **POLICE OFFICER**

**Location:** Amherst, VA

### **Agency**

Amherst Police Department

### **Deadline**

November 20, 2016 by 5:00 p.m.

### **Job Description / Responsibilities**

The Town of Amherst Police Department is committed to being a leader in community policing and crime prevention. Progressive thinking keeps the department on the cutting edge of law enforcement, while strong community support has allowed the department to be among the best equipped in Virginia. Every officer in the department is expected to remain dedicated to providing superior service to all people fairly and equally. Our policing model allows patrol officers to gain experience in criminal investigations by giving them the opportunity to work cases from the initial reporting stage to the prosecution stage in the courtroom.

Rated #12 in a 2016 poll of the safest places in Virginia, the Town of Amherst is a great place to live, work, and visit. We are just a short drive from the mountains and the scenic Blue Ridge Parkway. Amherst is located along Route 29 approximately 15 miles north of Lynchburg, Virginia and approximately 50 miles south of Charlottesville, Virginia.

Basic duties of a patrol officer include, but are not limited to, the following:

- Conducts patrols throughout the community by foot and/or in a vehicle, to detect, deter, and prevent crime;
- Direct traffic and enforce motor vehicle law;
- Answer all types of calls for service;
- Secure crime and accident scenes, render aid by administering first aid, CPR, AED, or other basic life support measures;
- Gather evidence, witness statements, and conduct investigations;
- Apprehend suspects that may be a danger to the officer and/or others;
- Interview/interrogate suspects in order to gather information and prepare detailed reports;
- Provides advice on laws, ordinances, and general information and direction to the public;
- Maintains property and evidence in compliance with policy, protocol, and law;
- Remains certified by attending all mandated training and any additional training directed by the Chief of Police;
- Participates in community outreach and trust building programs;
- For more functions, knowledge, skills, and abilities required visit [www.amherstva.gov](http://www.amherstva.gov)

## **Salary & Benefits**

\$37,305 annually.

Excellent benefits including:

- 100% employer paid health insurance (employee only)
- Paid Holidays, vacation, and sick leave
- Cell phone allowance program
- Paid training and equipment
- Take-home vehicle program
- Tuition reimbursement program
- Flexible benefits options available on a pretax basis
- Deferred Compensation options available
- Supplemental Insurance options available
- Employee Assistance Program (EAP)
- Career Development Plan (Police Officer, Senior Police Officer, Master Police Officer)
- Life Insurance through VRS
- VRS retirement including LEOS with enhanced 1.85% multiplier

## **Qualifications**

- Must be a United States citizen
- Have a high school diploma or a GED
- Be 21 years of age or older
- Pass a written and physical ability test
- Possess or be eligible to obtain a Virginia Driver's License
- Binocular vision of 20/25 corrected
- Weight in proportion to height
- No convictions of felonies and/or serious misdemeanors
- No conviction of, or guilty plea to and misdemeanor involving moral turpitude, including petit larceny, any misdemeanor sex offense, or any domestic assault
- Pass an extensive background investigation
- Pass medical and drug screenings
- Pass all written and oral interviews and examinations
- All sworn officers employed by the Town of Amherst Police Department on a full-time basis, shall be residents of the Town of Amherst or live in a permanent residence within two miles of the corporate limits of the Town of Amherst within 90 days of their date of employment and must continue to live within the specified area as a condition of continued employment.

This position is open to anyone who can meet the qualifications. For new recruits, you will be paid while attending the police academy. Virginia certified officers are encouraged to apply!

## **How to Apply**

**HIRING CLOSE DATE: November 28, 2016 at 5:00 p.m.**

**For more information and to download the application package, please visit the Town of Amherst website at [www.amherstva.gov](http://www.amherstva.gov)**

*We are an equal opportunity employer committed to workforce diversity. Women and minorities are encouraged to apply.*

# Police Officer

Department: Police

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate protective service work enforcing laws, investigating criminal activity, ensuring safety of public, collecting evidence, testifying in court, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Lieutenant.

## 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.

Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons, etc.; completes arrest records and criminal and/or incident reports.

Makes arrests, transports detainees and testifies in court.

Assists other law enforcement agencies when requested or assigned.

Interviews victims and witnesses to obtain necessary information regarding crime, accident, violation, etc.; helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents.

Enforces traffic laws; investigates accidents; issues traffic citations.

Participates in community service and public relations activities and events; builds cooperative and collaborative relationships with the community.

## Knowledge, Skills and Abilities

General knowledge of police methods, practices and procedures; general knowledge of the rules and regulations of the department; general knowledge of the geography of the Town and location of important buildings; general knowledge of preparing reports and related documents; general knowledge of standard office equipment and associated software; general knowledge of the use of the equipment required for the position (e.g. police radio, police vehicle, Taser, radar, etc.); some knowledge of the use of standard accounting software; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally, courteously and fairly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective relationship with associates and the general public.

## Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

# Police Officer

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions, frequently requires walking, sitting, climbing or balancing and stooping, kneeling, crouching or crawling and occasionally requires standing; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to the risk of electrical shock, working with explosives and exposure to vibration, frequently requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Possession of Virginia Department of Criminal Justice Services State Certified Law Enforcement Officer certification upon employment, or successfully complete the Basic Law Enforcement curriculum at Central Virginia Criminal Justice Academy within six months of employment. Obtain CPR/First Aid, Radar Operator, Breath Alcohol Operator certifications, and complete Taser Operator training within one year of employment. Possession of Valid driver's license in the Commonwealth of Virginia.

*Last Revised: 4/3/2015*