

Town of Onancock

Police Department

Application for Employment

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Job Descriptions

General Responsibility:

A Police Officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A Police Officer shall:

- Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- Aid people who are in danger of physical harm.
- Facilitate the movement of vehicular and pedestrian traffic.
- Identify problems that are potentially serious law enforcement or administrative issues.
- Create and maintain a feeling of security in the community.
- Promote and preserve the peace.
- Provide other emergency services.
- The Police Officer position is non-supervisory. Police Officer duties are performed on an assigned shift under the general guidance of the Chief of Police.

General Duties and Responsibilities:

- Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
- Coordinate efforts with those of other members of the department so that teamwork will ensure continuity of purpose and achievement of police objectives.
- Communicate to superiors and fellow officers all information obtained which is pertinent to the achievement of law enforcement objectives.
- Respond punctually to all assignments,
- Review the watch to watch log of events since the last tour of duty to ensure efficient & effective continuity of operations.
- Record activity during tour of duty in the manner prescribed by proper authority.
- Maintain weapons and equipment in a functional condition.
- Assist citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- Be accountable for the securing, receipt and proper transporting of all evidence and property coming into custody.
- Answer questions asked by the general public, advised citizens or refer them to persons or agencies where they can obtain further assistance.
- Preserve the peace at public gatherings or in neighborhood or family settings.
- Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- Confer with court prosecutors and testify in court.
- Cooperate with other law enforcement agencies.

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- Conduct a thorough investigation of all offenses and incidents within the local jurisdiction. Collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders, as well as recovery of property.
- Be alert to the development of conditions tending to cause crime or that are indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.
- When and as directed by the Chief of Police, conduct for patrols in the downtown business area to enhance police presence and promote community relations.
- Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render basic first aid to persons needing police services.
- Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or the dispatcher has issued authorization for a temporary absence.
- Patrol area giving particular attention to and frequently rechecking locations where the crime hazard potential is high. In so far as possible, a Patrol Officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location when least expected.
- Be alert for all nuisances, impediments, obstructions, or conditions that might endanger or hinder the safety, health, or convenience of the public.
- Perform such other duties as may be assigned by the Chief of Police.
- Concerning a patrol vehicle:
 1. Ensure that it is well maintained mechanically and clean both inside and out.
 2. Inspect the vehicle at the beginning and end of tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.

The Onancock Police Department is committed to the principles of equal opportunity in employment and to maintaining a program and work environment that fulfills this commitment for employees. The Department is also committed to maintaining an environment that is free from not only intentional discrimination, but any practice that may have the effect of discriminating against individuals because of their race, color, national origin, religion, sex, age, sexual orientation, disability, veteran status, marital status, genetic information or any other protection covered by laws and policies. This commitment is reflected in the Department's organizational mission and values. The workforce for the Onancock Police Department represents the community it serves and celebrates diversity and inclusion, recognizing that diversity and inclusion enriches the workforce and enhances the Department's ability to serve its citizens.

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INSTRUCTIONS:

- Read over the complete application before you start.
- Full application form must be completed and typed.
- Application must be submitted to the Town of Onancock by closing date.
- Resume and other supporting documentation should be attached.

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5. Have you ever been a certified law enforcement officer in another state? Yes No
If the above question was answered "yes" in which state and how many years ago? _____
6. Do you currently hold a valid state driver's license? Yes No
If the above question was answered "yes" in which state? _____
7. Have you received any traffic summon(s) in the past five years? Yes No
8. In the past five years have you had any kind of judgement against you? Yes No
9. In the past 10 years have you quit employment with no notice? Yes No
10. In the past 10 years have you been terminated from employment? Yes No
11. Have you ever attended a drug abuse program? Yes No
12. Have you ever been convicted of: driving under the influence of alcohol: Yes No
 driving under the influence of drugs: Yes No
 domestic violence: Yes No
 any weapon law violation: Yes No
 any crime stopping you from possessing a firearm: Yes No
13. Are you able to: work shift work? Yes No
 travel if the position requires it? Yes No
 work holidays? Yes No
 be on call? Yes No
14. Have you ever been a petitioner or a respondent of a protective order: Yes No
15. What is your current rate of pay: hourly: \$ _____ yearly: \$ _____
16. Rate of pay you expect for this position: hourly: \$ _____ yearly: \$ _____

17. Skills:

Office:

- Word Excel Southern Software VCIN Date-Pro Outlook

Law Enforcement:

- ASP Radar Lidar Taser General Instructor
 Breath Alcohol Operator Firearms Instructor Field Training Officer

18. Note any other skills below:

19. The applicant may use this space to explain any of the answers from questions 1-16.

QUESTION NUMBER	COMMENTS

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I hereby swear / affirm that no falsifications of any answer, statement, and responses in my application for employment. I fully understand that if any falsification is found, I would be disqualified from the hiring process. In addition, if I am employed by the department and a falsification is found, it is just cause for dismissal.

Applicant Signature

Date