

**CODE: 1725**  
**FLSA: NON-EXEMPT**  
**GRADE: 17**

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: MASTER POLICE OFFICER/TRAINING OFFICER**  
**ADMINISTRATION DIVISION**  
**POLICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs training, law enforcement, and administrative work in training new and veteran officers in a variety of law enforcement areas. Work involves maintaining current State mandated certifications as Instructor, Defensive Tactics Instructor, and Physical Fitness Instructor; instructing and testing recruits and current Police Officers in every aspect of law enforcement relating to patrol; supervising a squad between six to twelve as a direct leader; performing usual supervisory duties of a Master Police Officer as required; and developing lesson plans and classes as needed. Reports to the Lieutenant of Administration Division.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises a squad of between six to twelve Officers.

Instructs/teaches class of sizes between 60 – 112.

Develops lesson plans and training scenarios for new and current Police Officers.

Tests, grades, and counsels new and current Police Officers.

Supervises patrol squad as needed.

Maintains certifications as Instructor in various areas.

Incorporates State mandated topics of learning into lesson plans; ensures lesson plans are in compliance with State mandates.

Corrects problems for disciplinary/incident reports; assesses punishment.

Alerts Officers to significant items from memorandums.

Receives and/or reviews various records and reports such as State mandated topics of learning, disciplinary /incident reports, lesson plans of others, written reports, and mandates from commanders.

Prepares and/or processes various records and reports such as lesson plans for recruits, lesson plan for current Officers, memorandums, and class registration.

## **MASTER POLICE OFFICER/TRAINING OFFICER**

Refers to Code of Virginia, general orders – Vienna, general orders – Fairfax County, State of Virginia manual, emergency response guide, policy and procedure manuals, laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as pistol, baton, audio/visual equipment, personal computer, thumb drive, printer, speakers, television, etc.

Uses a variety of tools such as handcuffs, batons, projector, computer, etc.; a variety of supplies such as paper, writing instruments, videos, bullets, gloves, etc.; and a variety of computer software such as Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Messenger, Microsoft Outlook, etc.

Interacts and communicates with various groups and individuals such as Lieutenant, commanders, Department of Criminal Justice Services, staff, instructors, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties associated with accreditation requirements.

Provides dignitary protection as assigned.

Performs general administrative / clerical work as required, including preparing reports and correspondence, copying and filing documents, sending and receiving faxes, entering computer data, etc.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by seven years of law enforcement experience; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required law enforcement coursework and hold required law enforcement certifications. Must possess a valid State driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing police work, must be able to defend one's self from assault and to restrain suspects of varying weights.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor and the giving of assignments and directions to trainees.

**Language Ability:** Requires ability to read a variety of law books, maps, policy and procedure manuals, training manuals, equipment manuals, criminal records, etc. Requires the ability to prepare reports, correspondence, lesson plans, training records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in officer training and supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement, training, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of statistics, fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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### PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Criminal Investigations Section Division of the Police Department as they pertain to the performance of duties of the Master Police Officer/Training Officer. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the methods, materials, and equipment used in officer and civilian training programs. Is able to plan and conduct effective training and re-certification activities. Is able to establish and maintain accurate and up-to-date training records. Is able to maintain control of assigned activities through effective supervision of trainees and the application of good human relations techniques. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to react quickly and calmly in emergency situations. Has knowledge of the structure, functions, and inter-relationships of State and local law enforcement agencies. Has considerable knowledge of up-to-date law enforcement procedures. Has considerable knowledge of firearms, automotive, radio, and other law enforcement equipment. Is skilled in the use and care of firearms. Has considerable knowledge of legal rights of accused persons and law enforcement. Has considerable knowledge of criminal behavior and methods of operation. Has considerable knowledge of civil process. Has knowledge of and is able to use the concepts of community policing and problem-solving. Is able to analyze problems that arise on the job and recommend solutions. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other Town departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Is able to deal courteously, yet firmly and effectively with the public in police situations. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Has the mathematical ability to handle required calculations accurately and quickly. Is skilled in the use of computers for word processing and records management. Has knowledge of the occupational hazards and safety precautions of the industry.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Writes accurate reports of events. Provides accurate oral description of events. Maintains weapons use proficiency via the maintenance of target practice skills. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations. Diagrams crime and accident scenes, documents chain of custody, secures accident and crime scene, checks stolen status of property, presents evidence in legal proceedings, testifies in criminal and civil court, issues parking and traffic citations and checks articles for proper registration.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. Advises persons of constitutional rights. Patrols assigned sector with diligence and resoluteness. Responds to law enforcement calls promptly and reliably. Requests emergency assistance for accidents, investigates accidents.

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**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction. Uses initiative to investigate suspicious persons, to review information on criminal activity and to seize contraband.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors, including the firing of weapons while on duty, the encountering of armed suspects, the use of deadly force when necessary and the subduing and arresting of resisting/attacking individuals. Makes judgments about probable cause. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment whenever possible.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally. Exchanges necessary information with other officers and participates in meetings with other officers.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Interacts and works effectively with citizens. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Comforts emotionally upset individuals, talks with people to establish rapport, advises victims of legal procedures, explains nature of complaints. Engages in the mediation of family disputes when appropriate. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety standards, including the handcuffing of suspects and prisoners, the conducting of frisk and pat downs, the recovery of weapons from suspects who give up, performing evasive maneuvers to recovery weapons and the operation of vehicles in both emergency and non-emergency situations and conditions. Adheres to established housekeeping standards, including the cleaning and inspection of weapons. Checks condition and status of assigned patrol equipment/vehicle. Ensures that safety and housekeeping standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**