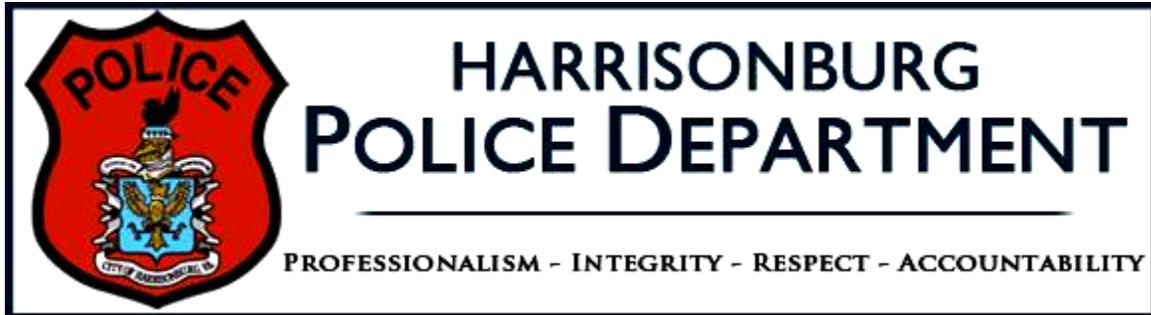


HARRISONBURG POLICE OFFICER CANDIDATE INFORMATION PACKET



- **HPD Vision and Mission Statement**
- **Qualifications**
- **Application Process**
- **Salary & Benefits**
- **Disqualifying Criteria**
- **Supplemental Information**
- **Essential Duties and Responsibilities**

Where to find us:

The Police Department is located at 101 North Main Street Harrisonburg, VA 22802

Personnel Development Unit 540-437-2607

www.harrisonburgva.gov/police www.facebook.com/HarrisonburgPoliceDepartment

harrisonburgpolicerecruit@harrisonburgva.gov

Updated January 2016

HARRISONBURG POLICE DEPARTMENT



HPD Vision Statement

Our Service is committed to being a leader in policing through excellence, innovation, continuous learning, quality leadership, and management.

We are committed to deliver police services that are sensitive to the needs of our community, involving collaborative partnerships and teamwork to overcome all challenges.

We will be recognized for our dedication to providing quality, customer focused, and problem solving services in partnership with the diverse community we serve.

We take pride in what we do and measure our success by the satisfaction of our members and community.

Mission Statement

The Harrisonburg Police Department will unite with our Community to Reduce Crime and Improve Safety by Enforcing the Law, Solving Problems, and Encouraging Citizen Responsibility for Community Safety and Quality of Life.

.....Never Forget We are here to Serve.

Information Summary

The purpose of this packet is to give the applicant a better understanding of our hiring process, the qualifications needed to become a Harrisonburg Police Officer and common factors that eliminate candidates. In addition, included in this packet are salary and benefit information and an overview of established positions within HPD.

The Harrisonburg Police Department will conduct police officer testing several times per year to create a pool of applicants. Candidates must register for testing online. Advertisements for police officer testing will be posted on the City of Harrisonburg Employment website. You may sign up to be electronically notified for future testing dates and Police Officer vacancies at www.harrisonburgva.gov/jobs .

Between testing dates, an advertisement for an available Police Officer position will be placed on the employment website. Only those candidates that have passed the Written and Physical testing will be eligible to apply online for Police Officer vacancies. A separate competitive process for only Virginia Certified Police Officers will be conducted on an as needed basis. In either case, the hiring process will be completed within two months from receiving the online application and Personal History Statement.

The City of Harrisonburg, Virginia is an Equal Opportunity Employer. If an applicant requires reasonable accommodation (per Americans with Disabilities Act) in order to participate in any phase noted herein, the applicant must advise Human Resources in writing along with supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

Qualifications

AGE:

Candidates must be at least twenty-one (21) years of age by date of hire. **Do not** submit your birth certificate or other legal papers with your application. This information will be requested later in the hiring process.

EDUCATION / EXPERIENCE:

Minimum requirement for a Sworn Police Officer position is a high school diploma or G.E.D., with college degree or military experience preferred. **Do not** submit proof of education or military service with your application. This information will be requested later in the hiring process.

CITIZENSHIP:

Candidates must be a United States Citizen. Proof of such must be presented prior to appointment. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen. **Do not** submit proof of citizenship or other legal papers with your application. This information will be requested later in the hiring process.

DRIVING RECORD:

Candidates must have a valid motor vehicle operator's license, or the ability to obtain a valid motor vehicle operator's license by date of hire, and a credible driving record.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Police officers are required to maintain an acceptable level of physical fitness. In addition, officers must be able to work 12 hour shifts (6a-6p or 6p-6a). Candidates must be capable of performing the essential job functions of an entry-level police officer with or without reasonable accommodation. All phases of the examination are designed to measure a candidate's ability to perform the essential functions of the job. Please refer to the section titled Essential Duties & Responsibilities for a list of essential functions.

DUTIES AND WORK RESPONSIBILITIES:

Police officers are responsible for performing the essential functions of the job which include the suppression of crime, the protection of life and property from criminal activity, the apprehension and arrest of violators of criminal and traffic laws, the recovery of stolen property and the regulation of non-criminal conduct. Police officers patrol an assigned district, familiarizing themselves with businesses, public facilities, people, etc. Police officers investigate accidents, suspicious persons and circumstances; make detailed reports of such occurrences; and respond to police calls in their area, as directed by the Police Dispatch. Please refer to the Essential Duties & Responsibilities section for further details.

RESIDENCY REQUIREMENTS:

Must live or be willing to move within a 50 mile radius of Harrisonburg, VA and live within one hour drive of the City.

CRIMINAL HISTORY:

Candidates must be of good moral character and free of any felony convictions, any convictions that involve moral turpitude or that would harm public confidence in the Department. Please refer to Disqualifying Criteria for a list of common violations that eliminate candidates.

Application Process

A competitive, multi-step process is utilized to select police officer candidates. At each step, the Department will rank each applicant as Highly Qualified, Qualified or Not Qualified. Only Highly Qualified applicants will advance during the process.

- **Written Test**

The Harrisonburg Police Department conducts Police Officer testing several times per year. Candidates must submit a \$20 fee to participate. Certified Virginia Police Officers are exempt from the testing fee. The written test contains 100 cognitive skill-based questions developed by IPMA-HR and lasts approximately 2 ½ hours. Candidates must achieve the Department established minimum passing score or greater in order to proceed in the process. Refer to the Supplemental section for study guide information.

- **Physical Fitness and Weapons Agility Test**

Generally, the written and agility testing will be on the same day. You must pass the written part of the testing to be invited to attend the physical agility test. Certified Virginia Police Officers will begin the competitive process at this step. A certificate confirming successful completion of both the written and agility testing will be presented to candidates which is valid for up to one year. Candidates then have the luxury to apply during a future hiring process that suits their individual needs (i.e. still in college), may re-apply without having to re-test, or may apply when the applicant otherwise becomes eligible (i.e. age requirement). You may apply as many times a position comes open unless you are considered unsuitable for the position. Group completion time varies based on number of applicants, however most applicants are able to successfully negotiate the course under 1 ½ minutes. Refer to the Physical Ability Course section for details and further information.

- **Personal History Statement**

The Personal History Statement will be used to assist in evaluating a candidate's eligibility, to assist in the background investigation and must be completed in its entirety. Candidates will be issued a unique username and password and will submit the PHS through a secure site. Common mistakes that eliminate candidates are incomplete or intentionally omitted information. Dishonesty, no matter how slight, will not be tolerated and are grounds for permanent disqualification.

- **Panel Interview**

Candidate's application packets will be reviewed by the Personnel Development Unit and offers will be extended for an interview. The panel interview staff will typically be comprised of members from the Command staff, Criminal Investigation Division, Patrol Division, Personnel Development Unit, Special Operations Division and at least one citizen. Interviews may take up to an hour and candidates will be evaluated based on their responses to several questions presented by the panel.

- **Polygraph**

A polygraph examination will be scheduled for the candidates that have successfully completed the Panel Interview. Polygraphs will be conducted at HPD by one of several certified HPD polygraph examiners. Typical examinations will take 2-3 hours with preferred dress being business casual.

- **Background Investigation**

Candidates shall be investigated as to character, conduct, driving record, drug and alcohol history, habits, environment, previous and current employment, criminal history, credit history and references. Background Investigations will typically be completed within two weeks of assignment to a background investigator.

- **Psychological Testing**

The psychological evaluation shall consist of a written psychological test and a personal interview with a psychologist retained by the department. Each candidate, in order to be eligible for the position of police officer, shall be recommended as suitable for the position. Expect 3-4 hours for Psychological Testing.

- **Physical Examination**

Candidates shall be required to successfully undergo a medical examination. Each candidate, in order to be eligible for the position of police officer, shall show that they have no limitations, and that there are no medical contraindications to perform the job without accommodations. Normally Physical Exams are completed within 2 hours.

- **Interview with the Chief of Police**

Candidates who pass all of the previous steps will be referred to the Chief of Police for a final interview. The final hiring decision rests solely with the Chief of Police.

- **Drug Screening**

Candidates shall be required to successfully undergo a drug screen. This takes less than an hour and follows the Interview with the Chief.

- **Hiring Contract Offer**

In order to obtain employment, candidates are required to sign a three (3) year contract with HPD. If the candidate voluntarily separates from the agency prior to three (3) years, he/she will be responsible for repayment of certain expenses.

*Applicants must pass each step in order to move on to the next step. Failure to pass any step automatically disqualifies the applicant from further consideration.

Salary and Benefits

Full-time employees are eligible for a comprehensive benefit package that includes:

- Health and Vision Insurance
- Dental Insurance
- Paid Leave
- Twelve paid holidays
- Short Term Disability Insurance
- Life Insurance
- Flexible Spending Accounts- Medical and Dependent Care
- Virginia Retirement System
- Deferred Compensation Plan
- Employee Assistance Program

Personal and Holiday Leave: 12 hours per month will be accrued for use in any way. Additionally, sworn officers earn a lump sum of 144 hours per year of holiday time.

Other City Employee Benefits

- Tuition Assistance
- Free/Discounted Gym Membership
- Discounted Movie Tickets
- Discounted Golf/ Greens Fee

2016 Salary

Ranking	Salary
Police Officer I	\$36,504
Police Officer II	\$38,688
Master Police Officer *	Up to 20% above your current salary

**Requires a minimum of 5 years of HPD service. Refer to Career Development Plan for details.*

Certified Virginia Police Officers

Officers currently certified by the Department of Criminal Justice Services will receive a competitive salary based on experience. Salary percentage rate is POII salary plus:

1-5 Years: 3%

5.1-10 Years: 6%

10.1-15 Years: 9%

15.1-20 Years: 11%

Career Development Program

The Career Development Program (CDP) is a program that is based on voluntary participation and is limited to full-time non-supervisory officers (POII, Investigator, Master Police Officer, Career Police Officer) of the Harrisonburg Police Department. At its core, the CDP provides a career track for officers who wish to contribute to the department beyond the minimum requirements of their positions, and provides incentives and recognition for those officers who choose to participate. Officers can earn CDP points by accruing certifications and participating in community activities. There are four established levels, or tiers, to the CDP allowing officers to achieve up to 20% above their annual salary.

CDP Tiers

Tier 1	5 Years of Service	8 CDP Points	5% Pay Increase
Tier 2	9 Years of Service	14 CDP Points	5% Pay Increase
Tier 3	13 Years of Service	20 CDP Points	5% Pay Increase
Tier 4	17 Years of Service	22 CDP Points & Bac. Degree	5% Pay Increase

Program Goals

The primary goals of the CDP are to provide non-supervisory officers an avenue to continuously build upon their career, motivate employees to achieve and maintain specialties and proficiencies, maintain a high level of employee retention, and recognize and reward employees' achievements and contributions to the goals of the Harrisonburg Police Department. Specifically, the CDP recognizes several factors:

- Longevity at the Harrisonburg Police Department
- Exceeding expectations in annual performance evaluations and maintaining status of "Good Standing"
- Police Training and involvement in specialties
- Educational achievements
- Contributions to geographical policing

Non-Supervisory Officer Ranking

Police Officer I	Police Officer recruit (academy and field training)
Police Officer II	Released for solo patrol
Master Police Officer *	Non-supervisory officer with 5-16 years of experience
Career Police Officer *	Non-supervisory officer with 17 or more years of experience

**Requires enrollment in the Career Development Program*

Disqualifying Criteria

The following listed activities may result in disqualification from further consideration for employment with the Harrisonburg Police Department. This list is not intended to be all encompassing, but to serve as a general guide for determining applicant eligibility.

General Eligibility

- Applicants must meet the minimum standards as described under Qualifications.
- Applicants who exhibit uncooperative behavior toward any department personnel involved in the pre-hire process or who fail to comply with departmental hiring process requests may be disqualified from further consideration.
- False, misleading, or incomplete responses relating to information sought during any phases of the application process may disqualify an applicant from further consideration.
- Manifestations of any prejudice or aggressive tendencies toward a group or class of people are an automatic disqualifier.

Credit History

- Information regarding financial irresponsibility including bankruptcy (pending or discharged), collections, garnishments, and assets seized or frozen by legal authority may be considered when determining applicant suitability.

Use of illegal drugs/narcotics

- Use of any narcotic or other illegal drug or the illegal use of legal drugs or substances in violation of the law within the twelve (12) months prior to the pre-employment interview.
- ANY use of a Schedule I drug (to include but not specifically limited to LSD, Mushrooms, Ecstasy, Peyote, PCP, Heroin).
- ANY use of an illegal Schedule II drug (to include but not specifically limited to Cocaine, Crack Cocaine, Methamphetamine).
- Use of marijuana in any amount more than deemed experimental during the lifetime of the applicant. The usage is to be examined and verified by the Administrative Bureau Commander or supervisor of the Personnel Development Unit.
- ANY involvement in the distribution of controlled drugs for the purpose of financial gain.
- ANY use of anabolic steroids past the date of their addition to the list of Scheduled controlled substances (5/17/1990).
- Final determination for fitness of an applicant regarding any use of illegal drugs or illegal use of legal drugs rests with the Administrative Bureau Commander.

Traffic Offenses

- Conviction of Driving While Intoxicated/Impaired or any DWI related offense within the two (2) years prior to the date of the initial interview.
- Two (2) or more DWI or DWI related convictions at ANY time.
- Two (2) or more convictions of reckless driving.
- Any conviction for reckless driving, or any other serious traffic offense within the twelve (12) months prior to date of the initial interview.
- More than two (2) convictions for moving violations within the twelve months prior to the date of the initial interview
- More than six (6) demerit points (-6) on an applicant's driving transcript for any applicant who would normally operate a city vehicle as a function of their job duties.

- Those applicants whose duties for position sought would include driving a city vehicle must currently possess either: A valid operator's license from their current state of residence and the ability to obtain a Virginia operator's license, OR if no current license, the present ability to obtain a Virginia operator's license.

Criminal Activity

- Conviction of ANY felony
- Conviction of any misdemeanor of a crime of moral turpitude or which reflects or indicates a pattern of disrespect for the law.
- Commission of serious or repetitive undetected crimes
- Conviction of Domestic Assault and Battery (mandatory disqualifier for Police Officer applicants under Violence Against Women Act/U.S. Gun Control Act (1994, 1996 and 18 U.S.C 922(g) (9).
- Any arrest or pattern of arrests or incidents where the applicant was the subject in investigation by law enforcement that would harm public confidence in the department.
- Crimes against property when committed as a juvenile will be evaluated by the Administrative Commander on an individual basis.

Physical and Psychological Conditions

- Applicant must meet established medical, physical, and psychological requirements.
- Satisfactory completion of the Physical Abilities Test
- Applicant must possess the present ability to perform essential functions of the position sought

Criteria will be confirmed through investigative means up to and including a polygraph examination.

Supplemental Information

This 66-page study guide is designed to help you, as a police officer candidate, prepare to take any of IPMA-HR's entry level police officer written tests.

Note: Entry-Level Police Officer Candidate Study Guide (2nd Edition)....\$23.00/booklet, includes 1st Class USPS

The goal of the study guide is to:

- Answer frequently asked questions about the test forms. By reading through the answers to frequently asked questions, you should gain a clear understanding of what each test assesses, the differences between the test forms, and how to get the most out of the study guide.
- Describe the content areas assessed by the test forms, review the different types of questions you will see when taking any of the test forms, and present sample questions for each content area.
- Share basic test-taking tips that may help you improve your overall test performance.
- Provide one 100 question practice test and explain the answers to 25 of the practice test questions.

Important: Please note that due to the purpose and nature of certain types of test questions, there are two content areas that appear on some of our tests that are not covered in detail in this study guide. These are Interest and Situational Judgment. The study guide only contains brief information on these types of questions and no sample questions.

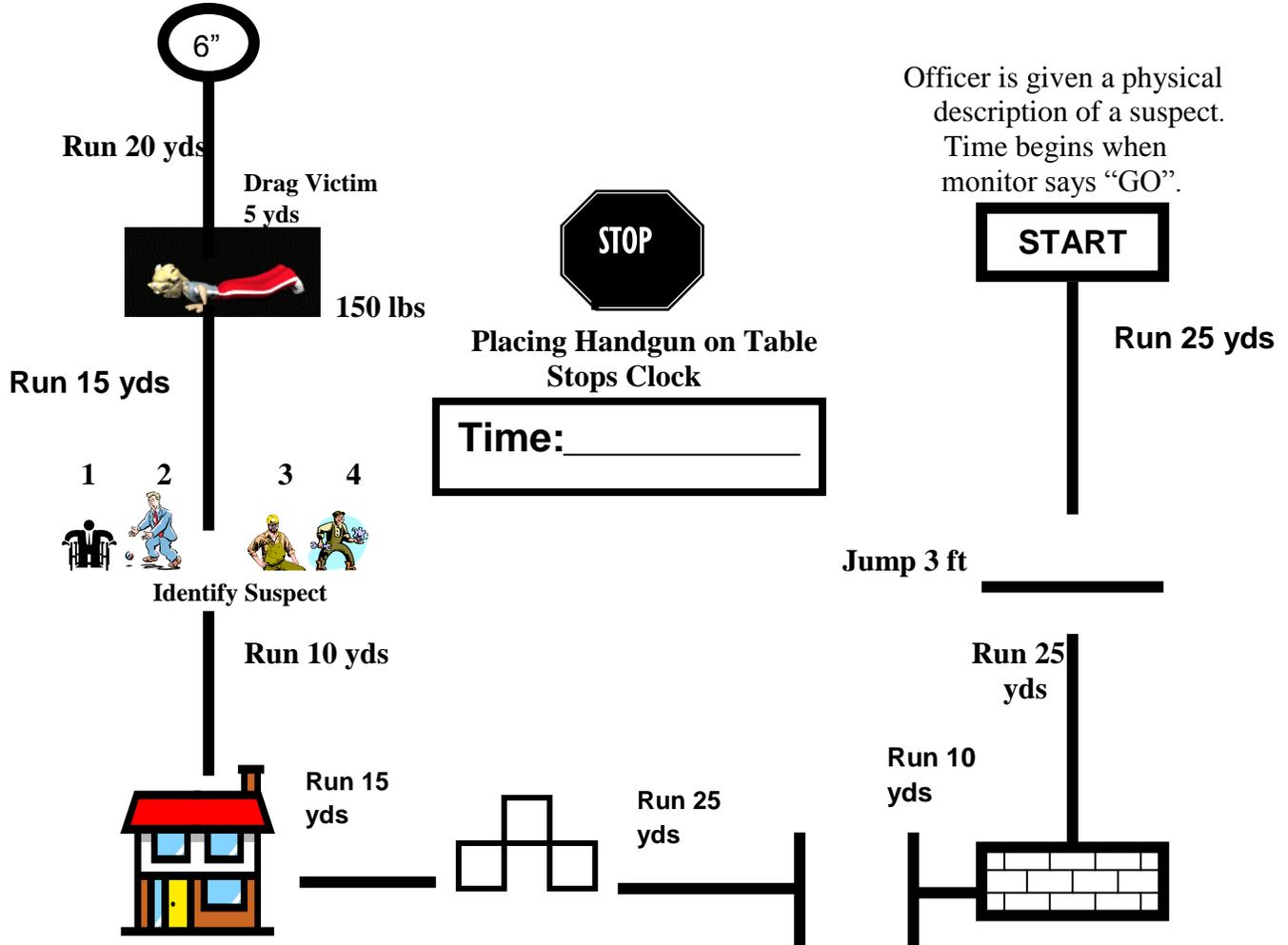
The study guide can be found <http://ipma-hr.org/assessment/study/poelsg2nd>

PHYSICAL ABILITY COURSE WORKSHEET

Place barrel of weapon through 6" opening

Pull trigger once – dominant hand

Pull trigger once – non-dominant hand



Climb through window
36" w X 30" h X 3'
above the ground

Climb 8" step up
12 step up and down twelve

Crawl under
obstacle

Climb over
5 ft obstacle

Gender	M	F	M	F	M	F	M	F
Age	20-29	20-29	30-39	30-39	40-49	40-49	50+	50+
Excellent	:53	1:02	:55	1:06	:57	1:10	:58	
Good	:58	1:10	1:00	1:11	1:02	1:21	1:07	1:39
Average	1:02	1:14	1:04	1:17	1:06	1:32	1:14	
Below Average	1:05	1:22	1:08	1:27	1:10	1:39	1:21	
Poor >or=	1:12	1:32	1:12	1:43	1:19	1:51	1:45	

Go to www.lawfit.org to find more info and videos about the course and times.

Professional Development

Explore your options at the Harrisonburg Police Department and experience professional growth that other Shenandoah Valley agencies just can't provide. The Harrisonburg Police Department offers a wide variety of positions and specialty units usually found in larger departments. This provides officers with the ability to experience multiple disciplines throughout their career, encourages officer retention, produces professional development and increases our effective policing to the community. At HPD, officers are encouraged to attend the best training opportunities available. HPD will also assist with reaching your professional goals of obtaining any supervisory or non-supervisory position or specialty certification. Below are some of the exciting examples of what you can find.

Sworn Positions

Patrol	General Investigations	Community Resource Officer
Bikes	Gang Investigations	Business Resource Officer
Motors	Drug Investigations	DARE Officer
Traffic	CSI - Evidence Technician	Internal Affairs
K-9 (5 drug & 2 bomb dogs)	School Resource Officers	Personnel Development Unit

Specialty Units

SWAT	Honor Guard
Crisis Negotiations Team	Accident Reconstruction Team
Civil Disturbance Unit	Internet Crimes Against Children
Computer/Digital Forensics	Police Training Officer
Intelligence	Community Action Team (CAT)
Motor Carrier Inspector	

Supervisory Positions

Chief of Police
Captain
Lieutenant
Sergeant
Corporal

Civilian Positions

Crime Analyst	Property Clerk
Records	Animal Control Officer
Evidence Clerk	Accreditation Manager
School Crossing Guards	Administrative Support Staff
Police Chaplain	Information Technology

Essential Duties & Responsibilities

ESSENTIAL PATROL FUNCTIONS

Drive motor vehicle under non-emergency conditions
Identify and apprehend offenders
Use deadly force when necessary
Search persons, vehicles and places
Respond to calls
Patrol assigned area in a vehicle
Transport prisoners
Drive motor vehicle under emergency circumstances
Warn offenders in lieu of arrest or citation
Check condition/status of assigned patrol equipment
Make checks of various types of premises
Check schools, playgrounds, parks, recreation centers
Assist elderly or disabled persons
Evacuate persons from dangerous area
Escort vehicles or persons
Patrol assigned area on foot

OTHER IMPORTANT PATROL FUNCTIONS

Administer first aid
Advise vehicle owners to remove abandoned vehicles
Conduct business and residence checks
Assist Animal Control and the Fire Department when requested

ESSENTIAL TRAFFIC FUNCTIONS

Enforce traffic and parking laws and ordinances
Investigate traffic accidents and aid the injured
Follow suspicious vehicles
Request emergency assistance for accidents
Issue parking or traffic citations
Administer roadside sobriety tests
Check vehicles for proper registration

Locate witnesses to accidents
Identify owner of vehicle involved in an accident
Assist stranded motorists
Issue citations for non-traffic offenses
Control, regulate & direct traffic, vehicular & pedestrian
Direct traffic using barriers, flares, hand signals
Arrange for obtaining blood/urine samples for sobriety tests
Collect physical evidence from accident scenes
Remove hazards from the roadway

OTHER IMPORTANT TRAFFIC FUNCTIONS

Measure skid marks
Escort emergency vehicles
Plan traffic patrol tactics

ESSENTIAL ARREST FUNCTIONS

Handcuff suspects or prisoners
Conduct frisk and pat downs
Search for missing people
Make judgment re: probable cause for warrantless searches
Document chain of custody for evidence
Investigate complaints of drug law violations
Recover and inventory stolen property
Interrogate suspects
Check stolen status on property through computer network
Conduct surveillance of individuals/locations
Advise persons of constitutional rights
Fire weapons on duty
Seize contraband
Pursue suspects on foot
Pursue suspects in vehicles

OTHER IMPORTANT

ARREST/APPREHENSION FUNCTIONS

Participate in warrant services
Check individuals for wants and warrants

ESSENTIAL PHYSICAL FUNCTIONS

Maintain target practice skills
Encounter an armed suspect
Subdue and arrest a resisting/attacking individual
Clean and inspect weapons
Sit or stand for long periods of time
Recover weapon from suspect who gives it up voluntarily
Encounter resistance during an arrest or in an emergency
Walk up and down flights of stairs
Perform an evasive maneuver to recover weapon from suspect
Run fast for a short period of time to apprehend a suspect
Run a distance of under 50 yards
Jump down from elevated surfaces
Walk for long periods of time
Force entry into buildings
Pull self through openings
Climb through small openings (e.g., windows)
Crawl in confined areas (e.g., attics)

OTHER IMPORTANT PHYSICAL FUNCTIONS

Run for various periods of time
Lift, pick up and/or carry injured/deceased person
Drag injured/deceased person
Lift, pick up and /or carry heavy objects or equipment
Physically push large/heavy objects
Carry an unconscious person unassisted

ESSENTIAL INVESTIGATIVE FUNCTIONS

Investigate suspicious persons or vehicles

Collect and preserve evidence
Locate witnesses to crime
Secure accident, crime and disaster scenes
Transport property or evidence
Investigate accidents
Search crime scenes for physical evidence
Investigate crimes against persons and property
Search premises or property
Review information on criminal activity in the area
Diagram crime scene and accident scenes

OTHER IMPORTANT TRAINING FUNCTIONS

Training other personnel and new officers

ESSENTIAL ADMINISTRATIVE FUNCTIONS

Report to work on time and when scheduled

OTHER IMPORTANT INVESTIGATIVE FUNCTIONS

Estimate value of stolen or recovered goods
Process crime scenes, fingerprints, accident scenes, etc.
Trace stolen goods
Examine dead bodies

ESSENTIAL COMMUNICATIONS FUNCTIONS

Talk with people to establish rapport
Provide accurate oral descriptions
Explain complaints to offenders, victims, witnesses
Interact and work with citizens
Mediate family disputes
Participate in meetings with other officers (shift briefing)
Comfort emotionally upset persons
Exchange information with other law enforcement officials
Conduct interviews
Advise victims, witnesses & offenders on legal

procedures

Refer persons to agencies providing social services

Conduct parent/juvenile conferences

OTHER IMPORTANT COMMUNICATIONS FUNCTIONS

Contact lower level supervisors regarding problems

Contact higher level supervisors regarding problems

Make presentations to groups

ESSENTIAL COMMUNITY/PUBLIC RELATIONS FUNCTIONS

Must be able to work within the framework of the Department's Community and Geographic Policing philosophy

ESSENTIAL COURT FUNCTIONS

Testify in cases or hearings

Read and review reports and notes for court testimony

Confer with prosecutors

Testify in criminal and civil court cases

Present evidence in legal proceedings

ESSENTIAL PLANNING/ORGANIZING FUNCTIONS

Perform special duties as assigned by superiors

ESSENTIAL PAPERWORK FUNCTIONS

Write reports

Write letters

Write memos

Do repetitive tasks

Know procedures to search & preserve crime scene

Work with little or no supervision

Maintain confidentiality in the performance of duties

Place children in protective custody

Determine whether incidents are criminal or civil matters

Make judgments re: arrest/release of suspects/offenders

Deal with barricade/hostage situations

OTHER IMPORTANT ADMINISTRATIVE FUNCTIONS

Inform other units of major incidents

Serve subpoenas and search/arrest warrants

Conduct or supervise searches of property

Request assistance from other agencies

Direct assisting officers or public service personnel

Dispatch personnel to secure information, make arrests, etc.

Organize surveillance of individuals and locations

Investigate accidents involving department vehicles

ESSENTIAL EQUIPMENT

Automobile, Authorized weapon, Flashlight, Handcuffs, Oleoresin Capsicum, Baton, Firearm, Taser, Magazines with ammunition, Fingerprint equipment, Police Radio, MDT

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Use good judgment in emergency situations

Speak clearly and concisely

Use tact and diplomacy in dealing with the public

Maintain control of emotions; keep feelings to self

Use reasoning to solve problems

Know city ordinances

Know radio procedures

Drive a car

Relate/explain information to others

Know rules, regulations & policies of the department

Work under stressful conditions
Know traffic laws
Know city geography
Use electronic police equip. (police
radios/radar units)
Extract information from others
Adjust to changes in policies, procedures
Act on your own; take charge when needed
Manage time effectively
Determine priorities
Recall directions and details
Know state laws
Follow rules & obey orders without questioning
authority
Know force tactics & ability to use force
Learn/understand new regulations to enforce
them
Work in uncomfortable weather/temperature
conditions
Counsel, support and be empathetic toward
others
Know the criminal justice system
Read and understand legal terminology
Work amid noisy conditions
Know procedures for emergencies and
unusual events

**OTHER IMPORTANT KNOWLEDGE, SKILLS
AND ABILITIES**

Know federal laws
Work alone with little personal contact
Use computer equipment
Perform arithmetic calculations quickly and
accurately
Reconstruct and analyze an accident