



JAMES CITY COUNTY POLICE DEPARTMENT



POLICE OFFICER I/II

STARTING SALARY: PO1 – \$38,139 or \$40,045 DOQ; PO2 - \$42,047

About James City County

James City County is located near historic Williamsburg, VA and is part of the historic triangle of Jamestown, Williamsburg, and Yorktown, which are well-known significant historical sites in the history of our nation. The County serves a population of more than 73,000 people and has a total area of 180 square miles. Our residents enjoy an excellent location to work, live, and play. Our County Government is dedicated to the role of ensuring delivery of needed, quality services in an efficient, informed, intelligent, cost-effective manner, in keeping with the hopes and expectations of our citizens. We strive to fulfill our mission to work in partnership with all citizens to achieve a quality community. More information may be found at www.jamescitycountyva.gov.

About James City County Police Department

The [Department](#) (JCCPD) has approximately 100 sworn law enforcement officers and responds to more than 22,000 calls for service each year. JCCPD provides comprehensive law enforcement services to the citizens of James City County through its three divisions: Operations, Support Services, and Administrative Services. Every patrol officer is assigned a vehicle and is outfitted with uniforms and equipment, to include: RADAR, Alco-sensor FST, flashlight, TASER, Glock 9mm handgun and state-of-the-art equipment including a body-worn camera, in-car camera, Mobile Computer, electronic summonses including in-car printer and bar code scanner, Automatic Vehicle Locator for closest-unit dispatching and directions, etc. JCCPD offers a number of opportunities for career development, specialized assignments and training including: investigations, narcotics investigations, community services (crime prevention), school resource officers (5), and uniform patrol. JCCPD also has a number of specialized teams, to include: Honor Guard, SWAT, Bike Patrol, Marine Patrol, Underwater Search & Recovery, Crisis Negotiations, Motors, and Tactical Field Force.

Benefits

- Take-home car (*if residing in or within 15-mile driving distance of the County*)
- Employer-assisted homeownership program (*up to \$3,000 match on closing costs*)
- Participation in the Virginia Retirement System (VaLORS) with Hazardous Duty Supplement
- Montgomery GI Bill (MGIB) On-the-Job Training Benefits
- Dental and consumer-driven health insurance options
- Tuition assistance (*\$5,250/year max*), training and educational opportunities
- Career advancement opportunities through Career Ladder Advancement Program
- Health Savings (HAS) and Flexible Spending accounts (*medical and child care*)
- 457 and 401(a) Deferred Compensation Plans
- Accrued Vacation and Sick Leave
- Employer paid Group Life Insurance and Long-Term Disability Insurance
- Free membership to [JCC Recreation Center](#) (*cardio, weights, indoor track, pool, etc.*)
- Uniforms and equipment provided
- These and many other benefits may be found at <http://jamescitycountyva.gov/509/Benefits>

Work Schedule

Patrol officers work 9.5 hour shifts – five (5) days on, three (3) days off. Court is scheduled at convenient times.

- Day Shift 7:00 a.m. – 4:30 p.m.
- Evening Shift 3:00 p.m. – 12:30 a.m.
- Midnight Shift 10:00 p.m. – 7:30 a.m.

Investigators, Community Services officers, Traffic Unit officers, and other Administrative/Support staff work a forty-hour (40) week with weekends and holidays off. Schedules are subject to change.

Nature of Work

The Police Department has a Career Ladder Advancement Program for Police Officers. All career ladder positions have performance, service, core training, and specialized training requirements. Some training requires continued recertification to maintain career ladder status and pay. Initial starting salaries are not negotiable. Full job descriptions may be found at <http://jamescitycountyva.gov/DocumentCenter/View/1797>.

Police Officer I [Recruit or Certified] – (\$38,139 or \$40,045 DOQ) This is an entry-level enforcement and protective service position. Work involves maintaining public peace, protect life, enforce laws, and conduct limited investigations. An applicant with no Virginia law enforcement certification starts at \$38,139 and increases 5% after successfully completing the Police Academy and Field Training. An applicant who is already a Virginia DCJS certified law enforcement officer with less than two years of equivalent experience starts at \$40,045.

Police Officer II – (Starting \$42,047; range max \$60,482) A person in this position is expected to perform law enforcement and protective service work to maintain public peace, protect life, enforce laws and conduct limited investigations. Requires two years of service as a Police Officer I with James City County or two years of equivalent experience as determined by department, certification as Intoxilyzer and Radar Operator, maintain Department training requirements as it relates to ASP/Tactical baton, meet several department personnel requirements and have 40 hours of specialized training acceptable to department. An applicant who is already a Virginia DCJS certified law enforcement officer with two or more years of equivalent experience starts at \$42,047.

Senior Police Officer – (\$44,150 – \$65,033) A person in this position is expected to perform specialized and involved tasks, administrative duties and/or aid in the investigation of complex incidents or criminal acts. Must meet requirements of Police Officer II, complete 40 additional hours of specialized training acceptable to department; have a minimum of three years experience as a sworn officer with James City County with one year of service as Police Officer II from most recent hire date: or, two years of equivalent experience as determined by department + one year of service as Police Officer II with James City County Police Department from most recent hire date.

Master Police Officer – (\$46,358 – \$69,927) A person in this position is expected to perform specialized and involved tasks, administrative duties and/or aid in the investigation of complex incidents or criminal acts. Requires successful completion of all certifications required of a Senior Police Officer; an Associate's Degree or 60 semester hours from an accredited college or university; complete 80 additional hours of specialized training acceptable to department (160 hours total); successful completion of a written examination. Must have at least five years experience with James City County with two years experience as a Senior Police Officer from most recent hire date; or, three years of equivalent experience as determined by department + two years of service as Senior Police Officer with James City County Police Department from most recent hire date.

Hiring Procedure

Applications are being accepted at this time. To apply online, go to <https://jobs.jamescitycountyva.gov> and create a profile (application). Then, be sure to click on the "Jobs" tab to submit your application for the Police Officer I/II position.

Steps in the hiring process are listed below:

- Initial Screening
 - Employment application review
 - VCIN/NCIC criminal history check
 - Driving record check
- Panel Interview
- Background Investigation
 - Personal history questionnaire
 - Polygraph exam (*lie detector*)
 - Local criminal history checks
 - Credit history, neighborhood, character reference, and employment checks
- Post-Offer Checks
 - Personality profile assessment
 - Fitness assessment
 - Physical/medical examination with hearing and drug tests
- Additional Requirements
 - Candidates must be willing and able to successfully complete academy training standards as required by the Virginia Department of Criminal Justice Services (DCJS), unless already certified through the Virginia DCJS as a law enforcement officer.
 - Candidates must agree to not use tobacco in any form both on and off the job.

Minimum Qualifications

- Must be a citizen of the United States and meet all qualifications listed in Code of Virginia [15.2-1705](#),
- Must be at least 21 years old upon completion of police academy (*if applicable*) and field training,
- Must undergo a thorough background investigation including fingerprint-based criminal history records inquiries to both the Central Criminal Records Exchange and the Federal Bureau of Investigation,
- Requires a high school education (i.e. diploma) or must have passed the General Educational Development exam; some college preferred,
- Must possess a valid driver's license at time of application and anytime thereafter and, if out of state, must obtain a Virginia driver's license within 30 days of hire,
- Must undergo a polygraph examination and psychological assessment,
- Must undergo a physical examination, subsequent to a conditional offer of employment, conducted under the supervision of a licensed physician,
- Must not have been convicted of or pled guilty or no contest to:
 - a felony or any offense that would be a felony if committed in Virginia
 - any offense involving moral turpitude, such as larceny, concealment, bad checks, embezzlement, perjury, etc.
 - any misdemeanor sex offense, including but not limited to sexual battery or consensual sexual intercourse with a minor 15 or older
 - domestic assault
- Must not have produced a positive result on a pre-employment drug screening, where the positive result cannot be explained to the Police Chief's satisfaction.

Disqualifiers

Criminal Record

- Conviction of or plea of guilty or no contest to any Class 1 or 2 Misdemeanor (or equivalent if outside of Virginia) within the past 5 years
- Commission of undetected crimes of a serious or repetitive nature

Driving Record

- Record of current driver's license revocation or suspension or previous revocations or suspensions associated with moving violations within the previous sixty months (5 years)
- Record of convictions associated with eluding police or leaving the scene of an accident within the previous sixty months (5 years)
- DUI or DUID conviction within the past 10 years
- Reckless Driving convictions within the past 5 years will be evaluated on a case-by-case basis
- More than 2 moving violations within the previous 12 months (1 year)
- More than 3 moving violations within the previous 24 months (2 years)
- More than 3 current DMV demerit points

Drug Usage

- Any selling, manufacturing or distribution of any illegal or dangerous drug, as defined by State or Federal laws.
- Any use of opiates (heroin, cocaine, morphine, methadone, etc.), any illegal hallucinogen (LSD, MDA, etc.), or any illegal use of other Schedule I/II drugs (crystal meth, molly, MDMA, etc.). Exceptions may be made on a case-by-case basis, to include last time used and frequency of use.
- Use of Marijuana will be evaluated on a case-by-case basis, to include last time used and on the frequency of use.
- Illegal use of drugs (including Marijuana) or use of any illegal drug or substance within 36 months (3 full years) before submitting an application or anytime thereafter.

Military

- Dishonorable discharge
- Bad conduct discharge