

POSITION DESCRIPTION SUMMARY

PD Tracking 29193
Series, Title and Grade 0083 Police Officer GS-06
Organization Veterans Affairs

Introduction Statement

This position is that of a uniformed Police Officer, appointed as law enforcement official under Title 38 of the United States Code, Section 1.218, authorized to carry firearms and make arrests. Officers are assigned to the Department of Veterans Affairs Medical Center. The position is located within Police Service and supervised by a GS-9 Supervisory Police Officer.

Major Duties

The police officer's primary duties are the enforcement of Federal law and VA regulations; preservation of the peace; the prevention, detection, and investigation of crimes occurring on Department Veterans Affairs (VA) controlled property; arrest of violators; traffic control; the provision of assistance for citizens in emergency situations, including the protection of personnel, civil rights, and VA owned or controlled property. Specific duties and responsibilities are as follows: 16%

Recognizes and determines if a crime is about to be committed, is in the process of being committed, or has already been committed.

Distinguishes and properly classifies criminal or civil violations that may occur, Recognizes difference in "normal" and "deviant" behavior.

Independently conducts foot patrol for a prescribed patrol area over the course of a regular shift.

Writes uniform offense reports covering incidents on his/her shift containing pertinent information, which is factual, classified properly, and submits such reports in a timely manner,

Informs individuals about their rights as suspects and/or witnesses.

Responds to calls or alarms involving crimes in progress or just discovered.

Questions victims and witnesses at the scene of an incident to determine the reasons for a call for assistance.

Issues citations for personally observed violations of the law, rules, or regulations,

Assists victims of accidents or assaults by providing first aid, and/or calling for medical assistance, or assists in transporting to a specific location for medical treatment.

Obtains statements from persons involved in or witnessing accidents.

Records observations about traffic conditions, vehicle locations, and other pertinent information for accident reports.

Pursues and apprehends persons fleeing a crime scene or attempting to resist arrest while on VA property.

Subdues individuals causing disturbances such as in family disputes, disrupting normal working operations, etc,

Identifies and reacts to overcome life threatening situations such as natural or manmade disasters, hostage, barrier, terrorist attack, kidnap, or felony assault.

Identifies violators based on eyewitness accounts.

Gives out crime prevention information and advice during patrols and when in contact with individuals.

Negotiates with emotionally unstable individuals posing an imminent or direct threat to the life of the officer, innocent victims, or bystanders.

Directs traffic, ensuring normal traffic flow, especially during congested times such as shift change and when an accident has occurred.

Seeks, detects, and protects evidence and witnesses.

Takes statements from witnesses.

The employee, having developed competence in the assignment, plans and carries out the steps required according to specific case conditions (time and place to deal with witnesses and suspects, consideration for confidentiality and exposure of witnesses, and coordination with other law enforcement agencies).

The employee handles deviations from established procedures by resolving problems that arise according to agency or local standards, previous training and experience, established practices, legal precedents, or other controls appropriate to the immediate circumstances. Assignments may require the employee to perform investigations extending for periods of time beyond a single shift and to ascertain interrelationships with other cases and/or law enforcement agencies that may affect the methods and procedures used.

Completed work is evaluated for technical soundness, such as the quality of evidence, veracity of suspect or witness statements, ability to get U.S. Attorneys or others to accept cases for prosecution, success in solving crimes and violations, and contributions to the unit's crime prevention program. Techniques used by the employee are not usually reviewed in detail.

Factor 3 Guidelines

Factor Level 3-2 125 pts.

Procedural instructions for doing the work have been established by the organization and are readily available to the employee. Guidelines cover a variety of legal, procedural, and administrative conditions, such as; Federal and local laws, rules and regulations; rights of citizens and others; concurrent jurisdiction agreements; procedures for issuing citations and performing arrests; court procedure for arresting officers, complainants, or witnesses; established operating procedures for dealing with persons who live or work within the jurisdiction; authority for "hot pursuit" and others that define the kinds of work to be done and much of how it is to be performed.

The number and relationships of guidelines require the employee to use judgment in identifying and applying the proper procedures and techniques for application to specific actions when enforcing the law or assisting people. The employee also exercises judgment in adapting available guidelines according to the specific circumstances encountered at the scene of activity. Unless prevented by the emergency nature of the incident, employee proposals to significantly deviate from established guidelines are referred to the supervisor. However, because of the nature of work assignments or the environment in which they are performed, guidelines are not always applicable or there are gaps in specific applicability in circumstances such as those encountered in enforcement of traditional (written or unwritten) customs or laws.

The employee uses personal judgment in interpreting, adapting, applying and deviating from guidelines, bases on emergency circumstances and concern with protecting public safety. The employee analyzes the results of such adaptations and recommends changes in established methods and procedures.

Factor 4 Complexity

Factor Level 4-3 150 pts.

The employee performs various duties requiring the application of different and unrelated methods, practices, techniques, or criteria. The work typically involves such assignments as extensive investigative responsibilities (e.g., detective work extending beyond the span of a single shift), assignments that vary frequently in the nature of casts handled, and assignments requiring the application of a wide variety of police techniques to resolve. It may also include unscheduled exercises to demonstrate proficiency in special weapons and tactics.

The employee decides what actions to take and the applicable methodology based on assessment of facts obtained from other officers, witnesses, and personal observations and interviews. Decisions made vary according to the nature of perceived threat, as from demonstrators or anticipated terrorist actions, by the nature of hazards imposed by local terrain, and/or weather or other conditions that affect lighting, communications, and the ability to observe or pursue violators. The officer decides on whether standard or special procedures are appropriate, and whether the situation is real or simulates a potential threat.

The chosen course of action may be selected from several alternatives depending on the nature of the case, facts and clues available, personal analysis of case information, jurisdictional questions, and other considerations that affect the ability to identify sufficient facts and resolve case issues. The nature of the incident or threat, presence or absence of weapons, number and kinds of persons encountered, and other variables must be assessed to determine the proper course of action. The officer's assessment of such conditions and elements must be made quickly in order to determine among several alternatives the kind of action to take and the level of force to use.

Factor 5 Scope and Effect**Factor Level 5-3 150 pts.**

The work involves treating a variety of law enforcement problems ranging from simple rule violations, to felony crimes, and resolves each in conformance with established and emerging criteria, methods, techniques and procedures. The techniques used vary with the crime or incident. Incumbent performs criminal investigative duties, gathers and preserves evidence, and prepares reports. The proper handling of each situation affects the economical well-being and freedom of individuals charged and/or convicted of violations and contributes to crime prevention objectives and safety and other security objectives in the facility. The results also affect the adequacy of the local law enforcement program.

Factor 6 Personal Contacts**Factor Level 6-3 60 pts.**

Contacts arc with individuals encountered in the course of enforcing the law, such as physically and mentally ill veterans, visitors, field station employees, vendors, juveniles, misdemeanants, felons, suspects in felony crimes, recalcitrant witnesses, distraught individuals involved in or witness to accidents, and other incidents where there is potential for arrest, detention, or issuance of citations for serious offenses of law, rules, or regulations. Contacts also include various federal agencies (i.e. FBI, ATF, DEA, DOD, OIG, etc.) and both state and local law enforcement officials, U.S. Attorney's office, local District Attorney's Office and other state and local court officials.

Personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact).

Factor 7 Purpose of Contacts**Factor Level 7-3 120 pts.**

The purpose is to complete the law enforcement process by influencing or motivating personnel to coordinate actions with people who may be hostile, uncooperative or have different purposes in mind. Also, to overcome life threatening situations such as hostage, suicide, harrier, terrorist attack, kidnap, or felony assault conditions where the persons dealt with are unstable and pose an imminent and direct threat to the life of the officer, innocent victims, or bystanders. The officer must negotiate with individuals who clearly intend to carry out threats of violence, mayhem, or murder and because of the emotional instability involved must be convinced to cease their life threatening activities.\

Factor 8 Physical Demands**Factor Level 8-2 20 pts.**

The work requires, on a regular and recurring basis, considerable and strenuous physical exertion, such as frequent climbing of multiple flights of stairs, walking while on patrol, running while pursuing observed violators or suspects and eloping committed patients, crouching or crawling in restrictive areas during search, standing for prolonged periods of time, and frequent exposure to inclement weather conditions, such as rain and extreme cold in winter and extreme heat in the summer while on outside patrol. Extreme physical exertion to restrain felons or psychotic patients in a safe manner; and lifting heavy objects over 50 pounds.

Factor 9 Work Environment**Factor Level 9-2 20 pts.**

The work is performed both indoors and outdoors in all types of weather. The incumbent is required to work irregular hours and is subject to call back 24 hours a day. The work involves high risk with exposure to dangerous situations subject to possible physical attack by armed and unarmed persons.

Factor Points 1270