

CAPITOL POLICE OFFICER**Nature of Work**

Under general supervision, performs full-performance level security, patrol and investigative duties necessary for the effective fulfillment of the Division of Protective Service's mission, policies, goals and objectives. Provides law enforcement and police work involving the safeguarding of the public, state employees and state property and involving other hazardous, criminal, or unauthorized activities. Performs related work as required.

Distinguishing Characteristics

This is full-performance level police duties under the general supervision of the Capitol Police Officer, Sergeant. The Capitol Police Officer shall be responsible also to the Lieutenants, Deputy Director and Division Director.

Examples of Work

- Performs all law enforcement efforts, investigation of complaints and accidents; patrols the Capitol Complex and other state facilities as legally required of, and permitted to, members of the division.
- Submits all records and reports to the shift commander and shall be responsible for the form completeness and quality of all reports.
- Notifies Shift Commander or, in their absence, the proper authority, upon discovery or receipt of information, regarding any information of extraordinarily serious incident or crime, riot, civil disturbance, willful disruption of governmental processes, or other such emergency situation.
- Serves as liaison to the Governor's Office, Capitol Complex employees and the general public.
- Documents, routes and disseminates all messages, information and citizen complaints.
- Observes division rules, regulations and other division directives and ensures proper personal appearance.
- Observes established division chain of command.
- Responsible for the general appearance, maintenance and security of all division owned or leased facility or office area assigned to or occupied.
- Responsible for the proper usage of all expendable supplies and equipment and the proper use, care and maintenance of all division owned or maintained transportation equipment.

CAPITOL POLICE OFFICER (CONT'D)

Examples of Work (cont'd)

- Responsible for the proper use, maintenance, necessary replacement and security of all personal issued general equipment and individual issue equipment.
- Responsible for the proper identification and security, in accordance with division rules and regulations and policies and procedures governing same, of all criminal evidence recovered, collected or otherwise obtained and stored or maintained by the division.
- May serve as Acting Shift Sergeant when designated by the Shift Sergeant.

Knowledge, Skills & Abilities

- Knowledge of state and federal laws and regulations relating to law enforcement.
- Knowledge of appropriate means of exercising force against offenders.
- Ability to operate police equipment and firearms.
- Ability to operate and maintain electronic security equipment.
- Ability to take prompt effective action in time of crisis.
- Ability to communicate clearly and effectively with public officials and the general public.

Minimum Qualifications

- Training Graduation from a standard high school or the equivalent.
- Special Requirement: (1) Attainment of at least twenty-one (21) years of age. (2) Successful completion of the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor's Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer.

Established: 5/20/1999
Effective: 6/01/1999