



James City County Police Department



Police Officer I/II

- **Starting Salary:** \$52,200 or higher depending on qualifications
- **Signing Bonus:** \$5,000 (*half paid upon hire, half paid after field training*)
- **Education Incentive:** \$3,000 for a bachelor's degree or higher or \$1,500 for an associate degree or 60 earned credit hours from an accredited college or university (*amount is added to your salary*)

About James City County Police Department

The [Department](#) (JCCPD) has more than 100 sworn law enforcement officers and responds to more than 21,000 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 several 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 several 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*)
- Court scheduling based on shift assignment - typically during shift or immediately before / after shift
- Employer-assisted homeownership program (up to \$3,000 match on closing costs for qualified applicants)
- Participation in the Virginia Retirement System (25 yrs. service @ age 50) w/ Hazardous Duty Supplement
- Montgomery GI Bill (MGIB) On-the-Job Training Benefits
- Optima health insurance and Delta Dental insurance options
- Tuition assistance (*\$5,250/year max*), training and educational opportunities
- Career advancement opportunities through Career Ladder Advancement Program
- Health Savings (HSA) and Flexible Spending accounts (*medical and childcare*)
- 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, racquetball, etc.*)
- Uniforms and equipment provided
- These and many other benefits may be found at <http://jamescitycountyva.gov/509/Benefits>

Work Schedules

Patrol officers work 12-hour shifts: 2 days on, 2 off, 3 on, 2 off, 2 on, 3 off (*every other weekend off*). Shifts currently rotate every 4 months.

- **Day Shift** 8:00 a.m. – 8:00 p.m. with some officers 7:00 a.m. – 7:00 p.m.
- **Night Shift** 8:00 p.m. – 8:00 a.m. with some officers 7:00 p.m. – 7:00 a.m.

Investigators, Community Services officers, School Resource 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.

Career Advancement Opportunities & 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. Salaries and career ladder advancements are subject to continued approval and may change.

Police Officer I [Recruit or Certified] – (\$52,200 or higher DOQ) This is an entry-level enforcement and protective service position. Work involves maintaining public peace, protect life, enforce laws, and conduct limited investigations.

Police Officer II – (\$54,288 or higher DOQ; range max \$77,911) 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 operators, 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.

Police Officer III (SPO) – (\$56,460/min – \$83,544/range max) 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.

Police Officer IV (MPO) – (\$58,718/min – \$89,600/range max) 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 Police Officer III; an associate degree or 60 earned 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 Police Officer III from most recent hire date; or, three years of equivalent experience as determined by department + two years of service as Police Officer III with James City County Police Department from most recent hire date.

Full job descriptions may be found at <http://jamescitycountyva.gov/DocumentCenter/View/1797>.

Hiring Process

Please check online at <https://jamescitycountyva.gov/1374/Police-Jobs> to see if we are currently accepting applications. Be notified by email the next and every time we are accepting applications for police officer positions by subscribing to our Notify Me feature at <https://jamescitycountyva.gov/list.aspx?ListID=271>.

Steps in the hiring process are listed below:

- Employment Application Review
- Panel Interview
- Reference Checks
- Background Investigation & Post-Offer Checks
 - Personal history questionnaire / statement
 - Polygraph exam (*lie detector*)
 - Local criminal history checks
 - Credit history, neighborhood, character reference, and employment checks
 - Driving record and VCIN/NCIC criminal history checks
 - Fitness assessment
 - Psychological assessment including one-on-one interview
 - 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
 - No tattoos visible above the collar or on hands and fingers



APPLY NOW

Minimum Qualifications

- Be a citizen of the United States and meet all qualifications listed in Code of Virginia [15.2-1705](#);
- Be at least twenty-one years of age upon completion of police academy (*if applicable*) and field training;
- 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;
- Have a high school education or must have passed a high school equivalency examination approved by the Board of Education (i.e. diploma, GED) with some college preferred;
- 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;
- Undergo a polygraph examination, psychological screening, and fit-for-duty assessment; and
- Undergo a physical examination, subsequent to a conditional offer of employment, conducted under the supervision of a licensed physician; and
- 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 or plea of 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 years of age or older
 - domestic assault
- Conviction 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 negative demerit points (ex. -4, -5)

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.
- Marijuana use within 1 year (12 months) before submitting an application or anytime thereafter.
- Any use of marijuana more than 1 year ago will be evaluated on a case-by-case basis, to include the last time used and frequency of use.
- Illegal use of any other drug or substance within 36 months (3 full years) before submitting an application, or anytime thereafter.
- Produce a positive result on a pre-employment drug screening, where the positive result cannot be explained to the Police Chief's satisfaction.

Military

- Dishonorable discharge
- Bad conduct discharge

