



Capitol Police Officer | Job Description

Reports To	Chief Capitol Police, Capitol Police Lieutenant	Creation Date	05/22/23
Division	Capitol Police	Revision Date(s)	

POSITION SUMMARY

Capitol Police Officer(s) work within the Capitol Police division and is responsible for preserving law and order by serving as a deterrent to the violation of laws, rules, regulations, and ordinances through enforcement and apprehension of suspects. He/she ensures the protection and safety for all Senators, employees, dignitaries, visitors, legislative property, and equipment in addition to assisting with training employees to operate in compliance with federal, and local laws, rules, policies, and regulations.

DUTIES AND RESPONSIBILITIES

- Police the Legislative Capitol Complex and facilities to protect members of the Legislature's staff and visitors from crime, threats, acts of violence and/or terrorism
- Acts lawfully in direct defense of life and property
- Prevents crime by explaining and enforcing applicable federal, state, and local laws and ordinances
- Conducts criminal investigations by gathering evidence, interviewing victims and witnesses in addition to interrogating suspects
- Prepares investigative reports and testifies in a court of law
- Maintains operations by following policies and policies; Recommends changes as needed
- Maintains a paper and electronic daily log of occurrences at the Legislative grounds
- Ensures proper operation of equipment by practicing responsible use, scheduling routine preventative maintenance, troubleshooting malfunctions and notifying supervisor(s) of any needed repairs
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; Attends educational workshops and trainings
- Responds to alarms and investigates disturbances
- Inspects assigned work area(s) for potential hazards
- Operates and monitors the Electronic Security/Camera System
- Monitors and controls access at building entrances and vehicle gates in accordance with the established and/or published Rules and Regulations of the Legislature of the Virgin Islands
- Controls vehicular traffic and parking by directing drivers
- Answers telephone calls and take messages, answer questions, and provide information during non-business hours
- Maintains order on the facility premises including assisting the Sargent of Arms with disruptions on the Senate Floor
- Contacts the V.I. Police Department or the V.I. Fire Service in the event of emergencies
- Raise and lower flags, turn on exterior lights, lock doors and close gates at the appropriate intervals.
- Performs other duties as assigned and directed

PHYSICAL DEMANDS

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for extended periods of time while sitting. Able to utilize an x-ray scanning machine frequently. Hearing to follow proceedings and speech to issue commands. Lifting up to 50 lbs. occasionally, 10 lbs. frequently and or negligible amounts constantly. Frequent walking or standing for extended periods in indoor and outdoor conditions, occasional running.

MINIMUM QUALIFICATIONS

U.S. Citizenship – Only United States citizens will receive consideration. Qualified applicants will be required to provide proof of citizenship early in the selection process.

Age Requirements – Must be 21 years of age but not older than 44 years of age at the time of appointment (or 40 years of age if the individual turns forty in the same month of their initial appointment).

Education – Must possess a high school diploma or General Education Diploma (GED).

Motor Vehicle License – Must possess, provide, and have maintained a valid United States, state issued driver's license (no provisional, temporary, conditional or permit license will be acceptable), and show evidence of at least three years of responsible driving experience. Must demonstrate routine driving experience within the most recent three-year period.

Selective Service – Must be registered with the Selective Service System; or exempt from the Selective Service System registration as a female or due to age or military status. Those with military service must provide documentation of an honorable discharge.

Background Investigation – Must complete a full background investigation.

In addition, candidates need to pass a drug and alcohol screening, background investigation, and Interview Board. Candidates must pass all medical, physical, written psychological and oral psychological examinations.

Candidates can be disqualified if they have been convicted of felony, petit larceny or any offense that shows disrespect for the law or a tendency toward violence. Those who have been dishonorably discharged from the military or terminated from a job for poor behavior or not adjusting to discipline also may be disqualified.

- Ability to express oneself clearly and concisely, orally and in writing
- Required to work well independently and as part of a team and multitask constantly
- Conflict resolution and negotiation skills to diffuse stressful situations quickly
- Able to maintain elevated levels of integrity, confidentiality, and professionalism

EXPERIENCE

At least four years as an armed security guard, police officer or military personnel
Two years' experience operating security equipment

EDUCATION/CERTIFICATION

High School Diploma, GED or equivalent
Graduate of the police academy with designation of Enforcement Officer
First Aid/CPR & Weapons Certification required