

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS									
City of Virginia Beach, VA									
Job Title:	Master Police Officer					Position Number(PCN):	B.001188		
Div./Office:	POL 015 Personnel and Training		Approver's Name						
Date of Last Update:	April 19, 2023		Approver's Title						
Fields to the right (Y/N): The position's status AND If the background check must be passed by the incumbent									
Safety Sensitive:		Yes		Child Protective Services (CPS) Background:		No		VCIN Background:	
CJIS Certification:		Yes		PREA Certification:		No		Subject to Barrier Crime Provisions:	
REQUIREMENTS									
FREQUENCY: Seldom = Infrequent, < 5%; Occasional = 5% to 25% of time on job; Frequent = 25% to 75% of time on job; Constant = Over 75% of time on job.									
Typical DURATION: Short = < 1 hr per occurrence; Moderate = 1-2 hrs per occurrence; Substantial = 2-6 hrs per occurrence; Long = > 6 hrs per occurrence.									
Physical Demands				Working Conditions					
Element	Condition/Level/Value		Frequency	Duration	Element	Condition/Level/Value		Frequency	Duration
Standing			Frequent	Moderate	Working Outside: in all weather conditions			Frequent	Substantial
Walking			Frequent	Moderate	Working Alone: out of communication w/others			Frequent	Substantial
Sitting			Frequent	Substantial	Extreme Temperatures		At/above 90 degrees	Occasional	Substantial
Reaching		Shoulder level or higher	Occasional	Short	Extreme Wetness		Below 30 degrees	Occasional	Substantial
Lifting		Up to 50 lbs.	Occasional	Short	Extreme Dryness			Occasional	Substantial
		Over 50 lbs.	Occasional	Short				N/A	N/A
Carrying		Weight: Up to 50 lbs.	Occasional	Short	Exposure to Traffic		Life Threatening Exposure	Frequent	Short
		Distance: Up to 25 ft.	Occasional	Short			High Traffic Low Speed	Frequent	Moderate
Pushing		Estimated weight-resistance equivalency			Congested Area/Workspace			N/A	N/A
		Over 50 lbs.	Occasional	Short	Confined Space- Permit REQUIRED			N/A	N/A
Pulling		Estimated weight-resistance equivalency			Working Below Ground			N/A	N/A
		Over 50 lbs.	Occasional	Short	Working at Heights (ft.)			Up to 12 ft.	Occasional
Working Overhead		No tools	Occasional	Short	Noise Level: > 85 decibels TWA for 8 hrs.			N/A	N/A
		Weight: Up to 25 lbs.	Occasional	Short					
Climbing Stairs			Occasional	Short	Vibrations		N/A	N/A	N/A
Climbing Ladders			Seldom	Short					
Balancing			Occasional	Short	Body area(s):		Ex- Trunk, shoulders, arms, and hands.		
Stooping			Occasional	Short	Dust / Dirt / Particulate			Frequent	Substantial
Kneeling/Squatting			Occasional	Short	Radiation			N/A	N/A
Bending			Occasional	Short	Silica/Fiberglass			N/A	N/A
Crawling			Occasional	Short	Asbestos			N/A	N/A
Explosive Strength: Short bursts of muscle force to propel oneself.			Occasional	Short	Aerosols & Gases		N/A	N/A	N/A
Trunk Strength: Use of abdominal and lower back muscles.			Occasional	Short	Hazardous Materials /Chemicals			N/A	undefined
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			Occasional	Short	Petroleum Products			N/A	N/A
Repetitive Limb Movement		Fingers/Wrist	Frequent	Short	Electrical Hazard			N/A	N/A
		Arm/Shoulder	Frequent	Short	Fire Hazard			N/A	N/A
Dexterity		Use of computer keyboard	Frequent	Moderate	Infectious Diseases Exposure		Communicable diseases	Occasional	Short
		Grasping	Frequent	Short			Air/Blood-borne pathogens	Occasional	Short
Repetitive Twisting		N/A	N/A	N/A	Type(s):		Ex- Repair sewer pipes; empty residence trash cans.		
					Symbols:		< equal to or less than	< less than	
Awkward Positions & Motions		Awkward positions	Occasional	Short			> equal to or greater than	> greater than	

Sensory Demands					Working Conditions (cont.)				
Element	Condition/Level/Value	Frequency	Duration		Element	Condition/Level/Value	Frequency	Duration	
Vision	20/40 w/correction	N/A	N/A		Hazardous Surfaces	Abrupt uneven surfaces	Occasional	Moderate	
	Depth perception	N/A	N/A			Unstable ground	Occasional	Moderate	
	Color vision (shades)	N/A	N/A			Extremely dark areas	Occasional	Moderate	
	Night vision	N/A	N/A			Animal/Insect bites/stings	Occasional	Moderate	
Hearing	Conversational level	N/A	N/A		Other Hazards	Ordinance/explosives use	Occasional	Short	
Smell	Burning odor	N/A	N/A						
	Illegal drugs	N/A	N/A		Hours Worked	Rotating shift	Constant		
						More than 40 hours/week	Occasional		
Touch	Distinguish texture	N/A	N/A				More than 8 hours/day		Occasional
	Distinguish temperature	N/A	N/A		Telework Eligible	No			
Voice	One-on-One	N/A	N/A						
Personal Protective Equipment (PPE)					Equipment Operation & Use				
Category	Type	Frequency	Duration		Category	Type	Frequency	Duration	
Eye and Face Protection	N/A	N/A	N/A		Motor Vehicles	Sedan/Pickup/Van	Frequent	Long	
					Heavy Equipment	N/A	N/A	N/A	
Respiration Protection	N/A	N/A	N/A						
Hearing Protection	Ear plugs	Occasional	Short		Other Equipment or Machinery	N/A	N/A	N/A	
Head Protection	Rain hat	Occasional	Moderate						
	Ballistic Helmet	Seldom	Moderate						
Hand Protection	Medical grade exam gloves	Occasional	Short		Hand-Held Power Tools	N/A	N/A	N/A	
Foot Protection	Closed-toe street shoes	Constant	Long		Hand Tools and Instruments	N/A	N/A	N/A	
Body, Arm, and Leg Protection	Body armor	Constant	Long		Office Machines & Equipment	Computer	Frequent	Moderate	
	Traffic vest	Occasional	Moderate			Printer/Copier/Fax	Frequent	Short	
	Rain gear	Occasional	Moderate						
Operator License					Commercial Driver's License				
NOTE: If CDL is required, show CDL Class in element to right.	Type				VA DMV requires: 20/40 in each eye w/o telescopic lens & ≥140° horizontal vision.	N/A			
	Standard Driver's License								
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:									

Mental Requirements	
Evaluate based on the level of complexity [least to most] inherent in the job using the examples provided; then select the number from the drop-down list that matches the column which best represents the mental demand required in each element.	
1 Comprehend Verbal Communication - Understand information and directions which are provided verbally	
Job requires the ability to understand and follow:	
Detailed information gained from an interview or investigation where interpretation and evaluation are required to make a judgement on the accuracy of the information and the appropriate course of action.	
2 Communicate Orally - Verbally express thoughts and directions	
Job requires:	
Communicating specialized information to co-workers, supervisors or customers.	
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.	
Job requires ability to comprehend:	
Detailed written material in the form of informational reports, memos, articles, plans and drawings to be used in performing duties.	
4 Written Communication Skills - Express thoughts and directions in writing	
Job requires:	
Preparation of written information providing specialized information in the form of a letter, memo or report.	
5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks	
Job requires ability to adhere to work schedule:	
In a fast paced environment where the issues involve the lives and safety of citizens.	
6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments	
Job requires ability to perform:	
A variety of tasks at the fully functional independent level.	
7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job	
Job requires interaction:	
With others outside of the immediate work unit/agency, typically one-on-one, responding to inquiries or responding to requests for services.	
8 Decision Making & Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts	
Job requires:	
Considerable reasoning and decision making. Issues and/or data are interpreted and evaluated, alternatives are evaluated, and recommendations are made for resolution of issues.	
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties	
Job requires the ability to:	
Remember laws, codes, policies, procedures, etc., which are somewhat repetitive from day to day.	
10 Flexibility and Adaptability - The extent to which one must adjust to changing circumstances and expectations, take on new challenges on short notice, and/or deal successfully with changing priorities and workloads	
Job requires flexibility and willingness:	
To adjust to non-typical conditions or situations where a new or different process/procedure must be utilized to accomplish work.	
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties	
Job tasks are:	
Varied and typically of moderate duration requiring sustained focus. Lapses may result in injury or legal or financial liability.	
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks	
Job tasks:	
Involve investigation, inspection, auditing, or observation. Inattention to detail could result in legal or financial liability.	
13 Reaction Time - Describes work that requires an immediate response or decision	
Job requires the ability to:	
Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Untimely response/decision could lead to serious injury, or legal or financial liability.	
14 Direct, Control, and Plan the Work of Others - Determine the time, place and sequence of work procedures, operations, and actions. Establish goals and objectives, motivate, and promote cooperation and teamwork in the work group	
Job requires:	
No supervision or management of staff.	
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives	
Job requires:	
Obtaining support and cooperation from citizens and outside groups to accomplish objectives.	
16 Stress Tolerance - Ability to perform duties without anxiety when faced with difficulties. Having positive stress tolerance is being able to stay calm in situations of heavy workload, tight deadlines, and/or difficult customers	
Job requires the ability to:	
Job requires the ability to handle stress associated with situations with inherently high degrees of danger, typically emergencies.	