

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS
City of Virginia Beach, VA

Job Title:	Master Police Officer II	Position Number(PCN):	B.006178
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Div./Office:	POL 020 Operations Division	Approver's Name	
Date of Last Update:	November 22, 2022	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:	Yes
	CJS Certification:	Yes	PREA Certification:	No		

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	Exposure to Traffic	Life Threatening Exposure	Frequent	Short
Carrying	Weight: Up to 50 lbs.	Occasional	Short		High Traffic Low Speed	Frequent	Moderate
	Distance: Up to 25 ft.	Occasional	Short	Congested Area/Workspace		N/A	N/A
Pushing	Estimated weight-resistance equivalency			Confined Space-	Permit REQUIRED	N/A	N/A
	Over 50 lbs.	Occasional	Short	Working Below Ground		N/A	N/A
Pulling	Estimated weight-resistance equivalency			Working at Heights (ft.)	Up to 12 ft.	Occasional	Short
	Over 50 lbs.	Occasional	Short	Noise Level:	> 85 decibels TWA for 8 hrs.	N/A	N/A
Working Overhead	No tools	Occasional	Short	Vibrations		N/A	N/A
Weight:	Up to 25 lbs.	Occasional	Short		Body area(s):	Ex- Trunk, shoulders, arms, and hands.	
Climbing Stairs		Occasional	Short	Dust / Dirt / Particulate		Frequent	Substantial
Climbing Ladders		Seldom	Short	Radiation		N/A	N/A
Balancing		Occasional	Short	Silica/Fiberglass		N/A	N/A
Stooping		Occasional	Short	Asbestos		N/A	N/A
Kneeling/Squatting		Occasional	Short	Aerosols & Gases	N/A	N/A	N/A
Bending		Occasional	Short	Hazardous Materials /Chemicals		N/A	undefined
Crawling		Occasional	Short			N/A	undefined
Explosive Strength:	Short bursts of muscle force to propel oneself.	Occasional	Short	Petroleum Products	N/A	N/A	N/A
Trunk Strength:	Use of abdominal and lower back muscles.	Occasional	Short	Electrical Hazard		N/A	N/A
Dynamic Strength:	Use of muscle force repeatedly or continuously & resistant to fatigue.	Occasional	Short	Fire Hazard		N/A	N/A
Repetitive Limb Movement	Fingers/Wrist	Frequent	Short	Infectious Diseases Exposure	Communicable diseases	Occasional	Short
	Arm/Shoulder	Frequent	Short	Type(s):	Air/Blood-borne pathogens	Occasional	Short
Dexterity	Use of computer keyboard	Frequent	Moderate		Ex- Repair sewer pipes; empty residence trash cans.		
	Grasping	Frequent	Short	Symbols:	< equal to or less than	< less than	
Repetitive Twisting	N/A	N/A	N/A		> equal to or greater than	> greater than	
Awkward Positions & Motions	Awkward positions	Occasional	Short				

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				
Hearing	Conversational level	N/A	N/A	Other Hazards	Animal/Insect bites/stings	Occasional	Moderate
Smell	Burning odor	N/A	N/A		Ordinance/explosives use	Occasional	Short
	Illegal drugs	N/A	N/A				
Touch	Distinguish texture	N/A	N/A	Hours Worked	Rotating shift	Constant	
	Distinguish temperature	N/A	N/A		More than 40 hours/week	Occasional	
Voice	One-on-One	N/A	N/A		More than 8 hours/day	Occasional	
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	Ballistic Helmet	Seldom	Moderate				
				Hand-Held Power Tools	N/A	N/A	N/A
Hand Protection	Medical grade exam gloves	Occasional	Short				
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
	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.