

# Berkeley Springs Police Department

## Police Officer/Patrolman



The Berkeley Springs Police Department is currently recruiting for the position of part-time certified Police Officer. All candidates must be physically and psychologically able to perform the essential functions of a Police Officer per West Virginia regulations, be of good character, and possess a valid WV driver's license.

### Minimum Requirements:

- Must be a US Citizen.
- Must possess a high school diploma or equivalent.
- Must attend and successfully complete all training as required for the position.
- Must have current WV Law Enforcement Certification.

### Essential Duties and Responsibilities:

- Enforce all Town, State, and Federal Law and Ordinances.
- Investigate traffic and criminal incidents to include Initial Reports, Follow-up Investigations, assisting in the prosecution of individual charges, and identifying and preserving all physical evidence of accident and/or crime scenes.
- Assist Town, County, and State agencies in the execution of regular duties and extra duties such as traffic control, etc.
- Responsible for the care and upkeep of assigned vehicles and equipment.
- Ensures safety of citizens and properties via foot patrol within the Town of Bath limits.
- Responsible for the accurate preparation and filing of required reports in a timely manner.
- Adhere to the Standard Operating Procedures for the Berkeley Springs Police Department.
- Must be willing to accept duty assignments that are assigned by the Chief of Police.

An application may be obtained in person at the Berkeley Springs Police Department, 271 Wilkes Street, 2<sup>nd</sup> Floor, Berkeley Springs, WV 25411 from 8:30am to 5:00pm Monday – Friday, and on the Town of Bath's website: [townofbath.org](http://townofbath.org).

Women and Minorites are encouraged to apply.  
Equal Opportunity Employer.

Berkeley Springs Police Department  
304-258-1198