

City of McCleary

JOB DESCRIPTION

JOB TITLE: Police Officer

DEPARTMENT: Police

REPORTS To: Police Chief

EFFECTIVE DATE: January 1, 2004

This is a full-time, FLSA non-exempt position. A police officer will be required to work shifts that will include weekdays, weekends, holidays, and will be subject to shift assignment and/or rotation. Civil Service rules of the City may apply to the Police Officer.

MAJOR FUNCTION AND PURPOSE

A police officer's primary purpose is to maintain peace and order and to protect life and property through impartial enforcement of federal, state and local laws. The police officer will preserve law and order through general duty police work involving crime prevention and will protect life and property by the enforcement of relevant laws and City ordinances, including the apprehension of criminals.

GENERAL FUNCTION

Under the direction and guidance of the Police Chief and/or Police Sergeant, the police officer is responsible for protecting lives and property within the officer's jurisdiction. It is important for persons in this position to maintain a high public profile in order to deter criminal behavior.

SUPERVISION RESPONSIBILITIES

This is a non-supervisory, non-management position.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow

any other job-related instructions and to perform any other job-related duties requested by a supervisor. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- * Operates a motor vehicle for extended periods of time in all environmental conditions and on occasion operates the vehicle at high speeds and in congested traffic situations
- * Carry's issued firearms while on duty, and trains with firearms and other weapons issued
- * Patrols city limits from a patrol car or on foot, bicycle or other approved form of conveyance to monitor activity
- * Directs traffic in congested and emergency areas; reports safety hazards
- * Responds to scene of accident and investigates cause
- * Visits the scene of crimes and accidents, searching, gathering, and preserving evidence
- * Interviews victims, witnesses and potential suspects
- * Patrols and examines buildings and residences to detect suspicious conditions
- * Monitors and enforces traffic laws and safety ordinances within a prescribed jurisdiction
- * Issues citations for various infractions
- * Identifies and eliminates hazards to public safety
- * Detects and/or prevents criminal activities
- * Apprehends individuals suspected of unlawful activity, cautiously observing legal guidelines regarding arrests and individual civil rights
- * Responds to calls for service and assistance from citizens
- * Conducts detailed investigations, gathering witnesses, information, or suspects that pertain to suspected criminal activities
- * Records information related to daily patrol activities and prepares reports based on this

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- information to aid in the prosecution of offenders
 - * Prepares reports pertaining to arrests and investigations
 - * Appears in court to testify as needed
 - * Provides first aid as needed
 - * Conducts light operator preventative maintenance on departmental equipment
 - * Conducts follow-up investigations based upon reports and other data compiled by department personnel
 - * Provides police services at public events in accordance with City policies and Departmental directives
 - * Give oral reports to the replacement officer at shift changes regarding incidents and activities while on shift
 - * Acts as evidence technician to search for, identify, gather, record, mark, label, preserve and transport physical evidence to the Department in an unaltered and uncontaminated condition for proper storage while preserving the custodial chain of such evidence as legally required
 - * Acts as field training officer for probationary officers, assisting in the instruction on the use of equipment, fingerprinting techniques, and evidence collection and preservation

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- * Ability to deal effectively with the public using tact and diplomacy
- * Have knowledge of and be familiar with the City's geography, street names and locations, the street addressing system, and location of major properties, buildings and business's
- * Knowledge of federal, state and local laws and ordinances pertaining to law enforcement functions
- * Proficient in use of firearms and related police equipment and tools

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- * Ability to make split-second decisions to ensure the well being of the public, the Department, and other personnel
 - * Ability and willingness to maintain strict confidentiality
 - * Ability to establish and maintain effective working relationships with public officials, fellow employees, and the general public

WORKING CONDITIONS

Work is performed both indoors and outdoors, and the officer will be required to perform normal duties in inclement or severe weather conditions. The employee may have exposure to hazards such as chemicals, aggressive dogs, insect stings, and temperature extremes. The employee may also have exposure to blood and communicable disease (i.e., bloodborne pathogens). A Police Officer may expect to encounter hostile or violent individuals and may be subject to verbal and/or physical attack or assault from such individuals, or may have gunfire directed at them. The individual serving in this capacity may from time to time be required to use a firearm, and may be required to utilize specialized protective equipment (i.e., body armor) or generalized protective equipment (i.e., rubber or plastic gloves).

A Police Officer is subject to shift rotation, and may be required to work overtime as the need arises. Subpoenaed appearances in court to testify in the prosecution of individuals charged with misdemeanor or felony offenses is a regular and ongoing occurrence, and such appearances may be required during a Police Officer's days off, or before or after a regularly scheduled work shift.

CONTACTS AND RELATIONSHIPS

A Police Officer will have daily contact with employees of the City and with the citizens of the community. In addition, a Police Officer will be expected to present themselves in a manner creditable to the City in all contacts with any individual, agency, court, or jurisdiction with which they may come in contact.

PHYSICAL REQUIREMENTS

The employee will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run, as well as the stamina and ability to engage in physical altercations and confrontations and to subdue or calm a combative individual. The officer must have the dexterity to manipulate standard police related equipment. The employee must have the ability to conduct coherent voice communication in person as well as via portable

radio and telephone.

A Police Officer will be required to operate a City patrol car safely and efficiently. In addition, proficient use and maintenance of any other job-related apparatus (i.e., radar) or equipment, including use of firearms, is required.

Other requirements include:

- * Ability to operate a motor vehicle, two-way radio (including from field situations), and to effectively operate radar equipment, breathalyzer, etc.
- * Ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate orally and in writing
- * Overall stamina and ability to perform moderate to strenuous physical activity.
- * Vision sufficient to perform all duties (corrective lenses may be utilized)
- * Ability to hear alarms and have the ability to audibly identify the presence of a danger or hazard

RECRUITING REQUIREMENTS

- * Must be 21 years of age or older
- * Must be a citizen of the United States
- * High school diploma, or GED
- * Possess valid Washington State driver's license
- * Basic Academy Certificate (or equivalency)
- * CPR and first aid certification
- * Training in the use of specialized police equipment, such as radar and breathalyzer machines
- * Qualification in the use of firearms
- * Ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate orally and in writing
- * Ability to pass Washington State medical standards for police officers
- * Have the ability and willingness to maintain strict confidentiality
- * Pass polygraph, psychological, medical exam and background acceptable to the city

EXPERIENCE AND TRAINING

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.