

JOB DESCRIPTION
CITY WHITE SALMON

JOB TITLE: Police Officer / Entry Level
DEPARTMENT: Police
REPORTS TO: Chief of Police
EFFECTIVE DATE:
SALARY RANGE: Step 35 / Range 1/2

This is a full-time union position. The Police Officer is an hourly position. Any work in excess of 40 hours per week is overtime.

MAJOR FUNCTION AND PURPOSE

The Police Officer performs police patrol, investigation, traffic regulation, and related law enforcement activities.

GENERAL FUNCTION

Supervision of this position is sporadic, consisting of occasional meetings with the Chief of Police to discuss priorities, tasks and review of work.

SUPERVISION RESPONSIBILITIES

There is no supervision responsibilities associated with this position other than minor supervision of reserve officers.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the Chief of Police. 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. The individual 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.

- Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, above of drugs, etc. Take appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.
- Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles,

crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

- Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.
- Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- Keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service.

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 and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Tools and equipment; firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two-way radios, copy machine, restraint equipment, (handcuffs, capstun), BAC, radar, Fire equipment, cameras, video equipment, crime scene equipment, tape recorders, Haz Mat equipment, telephone, etc.
- Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures, criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Police Officer is exposed to other hazards, as well. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements.

CONTACTS AND RELATIONSHIPS

The Police Officer will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

PHYSICAL REQUIRMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Police Officer is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.

RECRUITING REQUIRMENTS

- Must be twenty-one (21) years of age or older at the time of employment.
- Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any State.
- High school diploma or equivalent supplemented by Certification from Washington's Basic Academy.
- Must be a U.S. citizen, able to read and write the English language and have no criminal record.
- Must be of good moral character and drug free.

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 agreement between the employer and the employee and in no way implies 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 their supervisor.

I have read and understand this class description.

Signature

Date