



CITY OF MCCLEARY

Job Description

Title: Police Officer	Supervises: N/A
Department: Police	Union Status: Represented
Reports To: Police Chief	Closing Date: Open Until Filled

SUMMARY:

The 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. Under the general supervision of the chief of police and/or an immediate supervisor, the police officer responds to requests for assistance, investigates criminal activity, apprehends criminals, and enforces laws and ordinances. Work is performed in accordance with departmental rules, regulations, and policies and normally consists of patrol, preliminary investigation, and traffic enforcement duties.

ESSENTIAL FUNCTIONS:

Provides service to the citizens and visitors of the City of McCleary to safeguard and protect lives, property and constitutional rights.

Patrols city limits to monitor activity from a patrol car, bicycle or on foot; monitors and enforces traffic laws and ordinances within a prescribed jurisdiction; detects and/or prevents criminal activities; issues citations for various infractions.

Apprehends those suspected of unlawful activity, observing legal guidelines regarding arrests and individual civil rights.

Responds to accident scenes and investigates causes; responds to calls for service and assistance; ensures protection of scenes and all physical evidence and witnesses until relieved by higher authority.

Conducts detailed investigations and gathers information that pertains to suspected criminal activities; searches for and preserves evidence; interviews victims, witnesses and potential suspects; conducts follow-up investigations based upon reports and other data compiled by department personnel.

Conducts prisoner searches, collects personal effects and ensures proper receipting and safeguarding of personal effects.

Makes oral and written reports, including case reports, arrest reports, property and evidence reports and accident reports; records information related to daily activities and prepares written reports based on this information to aid in the prosecution of alleged offenders.

Performs crisis intervention in sensitive situations; explains content of law to persons involved in a dispute, describing the process of filing a formal complaint, the extent of law enforcement powers, and the responsibility of citizens to follow prescribed legal procedures; provides referrals to appropriate community resources.

Maintains firearm proficiency; inspects and maintains all equipment used; complies with all safety standards and regulations; provides first aid as needed.

Directs traffic in congested areas and emergency situations; identifies, reports, and eliminates safety hazards.

Attends meetings, seminars, and other training classes to maintain current up-to-date knowledge of criminal and civil laws, as well as technical skills in order to remain proficient in the performance of duty; maintains awareness of newly-enacted laws and recent court decisions and their effects on police duties and responsibilities.

Maintains radio communication while on duty, including mealtimes, and maintains a response time conducive to the needs of citizens served, promptly responding to all calls assigned and to those calls assigned to other units where their closer proximity and the nature of the call demands immediate response.

Appears in court to testify as needed.

Performs business and residential building security checks as needed.

Makes recommendations to improve operational effectiveness.

Gives speeches and presentations to civic and other groups as a public service to promote a positive relationship with the community.

Maintains regular attendance.

OTHER DUTIES AND RESPONSIBILITIES:

May be called upon to train other employees. Performs backup tasks for Police Department personnel, as assigned; performs related work as assigned.

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work or otherwise balance the workload.

QUALIFICATIONS, SKILLS AND ABILITIES:

Graduation from high school or equivalent is required. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Associate's degree is preferred. Two-year's experience working with the public is preferred.

Knowledge of:

- Federal, state, county and city laws, regulations, ordinances, including domestic violence and juvenile criminal justice laws sufficient to carry out the duties of the position and to ensure equal and impartial enforcement.
- Criminal behavior, causes underlying criminality and social, psychological and physical needs of criminals/inmates sufficient to carry out the duties of the position.
- Proper use of force and use of force continuum.

- Basic computer functions and computerized record-keeping systems.
- National Incident Management System, Emergency Operations Center and personal protective equipment procedures.

Ability to:

- Understand and carry out complex oral and written instruction.
- Learn and apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence and all other aspects of law enforcement.
- Quickly make assessments of emergency situations, determine appropriate responses, act assertively and respond to situations firmly, courteously, and tactfully.
- Communicate effectively with co-workers, superiors and the general public, both orally and in writing, including with individuals in physical or emotional distress.
- Multi-task, work under pressure and exercise sound judgment under stress, particularly in crisis situations.
- Acquire effective skills in the use of firearms and other police-related tools and understand when they should be used.
- Read, understand and interpret ordinances, laws, and other operating procedures.
- Write clear, concise incident reports, organizing details logically and utilizing correct spelling and grammar.
- Establish and maintain effective working relationships with other employees.
- Satisfactorily complete field training in which methods, procedures and techniques of law enforcement work are presented by field training officers.
- Satisfactorily complete training on methods, procedures, and techniques of police work presented by other officers or supervisors.
- Perform basic arithmetic calculations.
- Disseminate sensitive information in a discreet and confidential manner.
- Remain fit for duty.
- Maintain organized files, both written and electronic.
- Remember details, such as names, faces and incidents.

LICENSING AND CERTIFICATION:

- Must be at least 21 years old.
- Must be a US citizen.
- Must be able to qualify at the shooting range.
- Must have a driving and criminal record free of any convictions which relate to fitness to perform the job of a police officer.
- To be considered for hire, must be able to satisfactorily pass a medical examination, psychological examination and background investigation, and meet all conditions of employment as set forth in Chapter 139-07 of the Washington Administrative Code.
- Must possess a Basic Law Enforcement Academy certificate issued by the State of Washington Criminal Justice Training Commission. Out of state candidates who are certified in other states or those that possess a Federal Law Enforcement Training Certificate (FLETC) must pass the CJTC equivalency examination within six months of hire.
- Must possess or obtain a valid Washington driver's license within 30 days of hire or residence.
- Must possess or obtain a valid basic first-aid card within twelve months of hire.
- Must possess or obtain a valid breathalyzer certificate within twelve months of hire.
- Must possess or obtain a valid radar operator certificate within twelve months of hire.

WORKING CONDITIONS:

Work is performed both indoors and outdoors and the police officer will be required to perform normal duties in inclement or severe weather conditions. Tasks are performed from a vehicle, bicycle or on foot. Work involves an element of danger and requires physical strength and agility at times to apprehend or subdue persons suspected of crimes. The police officer must have the ability to walk or run rapidly, engage in physical altercations and confrontations, subdue or calm a combative individual, and to rescue victims.

A police officer will be required to operate a city patrol car safely and efficiently, for extended periods of time in all environmental conditions and, on occasion, at high speeds and in congested traffic. The employee may be exposed to hazards such as chemicals, temperature extremes, blood and communicable diseases. 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 him/her.

A police officer is subject to shift rotation, and may be required to work overtime and on holidays 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 may occur on the police officer's day off or before or after a regularly scheduled work shift.

PHYSICAL REQUIREMENTS:

- Ability to reach overhead, above the shoulders and horizontally.
- Ability to run, walk over rough or uneven surfaces, climb stairs, bend at the waist, stoop, kneel or crouch, crawl, turn/twist.
- Ability to stay in one position (i.e. standing, sitting, crouching, etc) for long periods of time
- Ability to speak and hear to communicate and exchange information.
- Manual dexterity of hands to operate computers, including keyboarding on a car-mounted computer for extended periods of time; manual dexterity of hands and fingers to operate digital and still cameras, camcorders, audible recording devices, electronic tracking and surveillance equipment, binoculars and evidence collection equipment, computers and other standard police equipment.
- Visual acuity to read and compose various reports and other documentation.
- Ability to perform heavy lifting.
- Physical agility and ability to maintain stamina.
- Ability to carry, drag or restrain individuals or lift equipment in excess of 100 pounds.

*Equal Opportunity Employer - Americans with Disabilities Act
The City of McCleary is an Equal Opportunity Employer.
Women and Minorities Are Encouraged to Apply.*

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.

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

This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisors.

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