CITY OF UNION GAP
POSITION DESCRIPTION

Title: **Police Officer**
Department: **Police**
Revision Date: **December, 2006**
FLSA Status: **Non-exempt**
Union: **Police Officers Association**

GENERAL PURPOSE:

Under the general supervision of a commanding officer, Police Officers are sworn, general authority law enforcement officers who perform a wide variety of public safety and community care-taking duties including preserving the peace, protecting life and property, enforcing laws and ordinances, deterring and preventing crime, investigating criminal activity and providing public safety education.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Enforces laws and ordinances and complies with guidelines established by applicable laws, regulations, directives, and superiors.

Patrols assigned areas in a police vehicle, by bicycle or on foot; responds to requests for police service; identifies conditions which present a hazard to public safety; observes and investigates suspicious persons, circumstances and activities; deters, detects and investigates crimes; identifies and apprehends criminals and traffic offenders; facilitates the flow of vehicular and pedestrian traffic; investigates traffic collisions; provides other assistance to the public consistent with the goals and objectives of the department.

Protects crime and accident scenes; identifies, documents, collects, and safeguards evidence and stolen property; aids the injured; locates and interviews witnesses; interrogates, arrests and confines offenders; recommends measures to prevent victimization.

Investigates assigned cases; locates and interviews victims, suspects and witnesses; collects and submits evidence for analysis; prepares detailed investigative reports and submits cases for prosecution.

Prepares comprehensive, factual investigative reports for use by other officers, agencies and court officers; provides factual, unbiased testimony in court; maintains accurate notes and logs of activities; maintains confidentiality of information learned in the course of his or her duties.

Establishes and maintains effective communications and working relationships with superiors, co-workers, other law enforcement officials and the public; cooperates with representatives of related public, private, federal, state and local service agencies; cooperates with representatives of the news media to the extent allowed by applicable laws and department directives.

Maintains personal discipline and complies with all applicable laws, policies, regulations, procedures and sound police practice; promotes discipline among co-workers.

Adheres to and actively promotes the goals, values and objectives of the department with citizens and co-workers; promotes a positive, constructive work atmosphere; maintains harmonious working relations with superiors and co-workers; supports organizational change.

Understands and actively employs the core values of Community Policing: maximum citizen involvement, total service orientation, and a pro-active, problem-solving approach to police service; supports and encourages department programs and volunteer groups.

Attends training; participates in specialized units and assignments; provides training to other department employees, volunteers, and citizens.

MAJOR WORKER CHARACTERISTICS:

Possess ability to recognize, understand and apply the statutory and judicial limitations of police authority, and the rights of all persons under the constitution of the United States and the State of Washington.

Possess ability to learn and apply modern police methods and techniques, State, Federal, and City laws and ordinances, and City and Department policies and procedures.

Possess knowledge of statutory and case law and have the ability to explain and apply complex laws, rules, policies, procedures and regulations; ability to obtain information through interview, interrogation and observation.

Possess ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively, and to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations firmly, courteously and tactfully.

Possess the ability to communicate clearly and effectively, both verbally and in writing with other employees and members of the public representing diverse education and background.

Possess ability to confront and affect the apprehension of offenders by means of command presence, voice control and physical force, up to and including deadly force.

Demonstrate the knowledge of and adherence to a high standard of personal and professional ethics.

Be innovative and flexible in approach to duties, and possess ability to readily adapt to changing community and department needs.

Possess tact, diplomacy, and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

PERIPHERAL DUTIES:

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS:

Entry Level:

General:

(A) Must be 21 years or older at the time of employment;
(B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in State;
(C) Felony convictions and disqualifying criminal histories within the past seven years are not allowed;
(D) U.S. citizen;
(E) Must be able to read and write the English language;
(F) Must be in good health and of good moral character and of temperate with industrious habits (Substitute any local civil service or statutory requirements as applicable, here).

Education and Experience:

(A) High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
(B) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
(B) Some skill in operating the tools and equipment listed below;
(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

SPECIAL REQUIREMENTS:

(A) Must pass a written examination, physical ability test, pre-selection interview, polygraph examination, psychological examination, medical examination, drug screening, and a comprehensive background investigation.
(B) Applicant must possess normal color vision, and visual acuity of not less than 20/100 in each eye, corrected to 20/20 in the better eye and 20/30 in the lesser eye.
(C) Ability to meet department's physical standards.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; final selection.

Lateral Entry:

(A) Must be able to meet all Entry Level requirements listed above;
(B) Must be able to pass medical exam and the Department's physical agility test;
(C) Must have at least 24 months of full time paid service as a sworn police officer in a bona fide governmental jurisdiction prior to application within previous 5 years;
(D) Successful completion of State Basic Training Academy or Equivalency Test within one (1) year after employment.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate civil service commission testing including written; physical agility test; oral interview; background check; polygraph examination; psychological examination; final selection.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar long gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, cell phone, taser, computer terminal, cameras, first aid equipment, etc.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is 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.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

Working conditions include: rotating shift assignments, night hours, exposure to inclement weather, call-back on short notice, and working on weekends and holidays; stress associated with the necessity to make decisions affecting personal safety and the safety of the public with little or no time for reflection or consultation; overtime work caused by incidents in progress or the necessity to meet critical deadlines; life threatening situations requiring the use of deadly force; exposure to all of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement officer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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