CITY OF WARDEN
JOB DESCRIPTION

JOB TITLE: **Police Officer** **EXEMPT:** No
DEPARTMENT: Police
REPORTS TO: Police Chief or Sergeant **REVISE DATE:** June 2019

SUMMARY OF POSITION:

Range of duties to enforce the law, maintain public peace and order, to protect life and property, to prevent crime, to make investigations and to apprehend violators of the law. Including a variety of tasks assigned. Working under infrequent supervision.

ESSENTIAL JOB FUNCTIONS:
Note- This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.

- Patrols as directed in preventing crime and to enforce federal, state and city laws and regulations.
- Observes, reports and acts on conditions conducive to crime and danger such as checking buildings for security, assisting other officers on traffic stops and checking suspicious persons and vehicles.
- Determines the nature of a call, investigates the circumstances, and takes any necessary and prudent actions; such as arrests, transporting prisoners, searches of prisoners, collecting evidence.
- Provides assistance to the public in emergency and non-emergency situations. Administers firs aid and request medical service. Assists persons with complaints and inquiries or directs them to the appropriate authorities.
- Prepares a variety of records and reports, such as reports on arrests, property impounded, accidents, offenses, and damage to property; assists in searching, booking, processing and supervising prisoners.
- Performs investigative assignments on serious crimes. Conducts interviews of victims, witnesses and suspects and submits progress reports on cases under investigation. Collects and documents evidence and may arrest suspects.
- Appears in court, and is available to testify in matters which the officer has knowledge of.
- Maintains proficiency in the use of police related equipment.
- Prepares and maintains legible, concise and understandable activity logs and other related or similar types of information as a personal reference record of incidents and details.

OTHER JOB FUNCTIONS:
Regular attendance is an essential requirement
Performs related work as assigned and or required.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor/Outdoor work environment.
- Seasonal heat and cold, temperature changes and adverse weather conditions.
- Regular exposure to fumes, dust and odors.
- Evening, Weekend and / or variable hours and emergency call-out and on-call.
- Shift work including holidays.
- Driving a motor vehicle to conduct work.

PHYSICAL:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Lifting/carrying moderately heavy to heavy objects.
- Performing duties requiring physical endurance in running, climbing and lifting.
- Physical agility and stamina including running.
- Operating various police equipment and tools.
- Bending at the waist, stooping, kneeling or crouching, reaching overhead, above the shoulders and horizontally, crawling, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Walking or otherwise moving over rough or uneven surfaces.
- Ascending/descending stairs.
- Sitting in a patrol vehicle for extended periods of time.
- Sitting, standing, walking, running, climbing
- Climbing through open windows, over fences and other stationary obstacles.
- Driving a police vehicle safely and satisfactorily in both emergency and non-emergency situations.
- Entering or exiting a patrol vehicle rapidly in an emergency situation.
- Moving with sufficient agility to perform all police officer functions (ex: taking cover quickly, pursuing, tackling and controlling a fleeing suspect.
- Physically controlling persons including those resisting arrest using appropriate and necessary force.
- Using and caring for department approved firearms in the safe and appropriate manner required by department regulations.

HAZARDS:

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals
- Traffic hazards and driving a vehicle during adverse weather conditions.

- Exposure to explosives, chemicals and fires
- Contact with blood, body fluids and exposure to communicable diseases.

MINIMUM QUALIFICATIONS:

Educations and Experience:
High School Diploma or G.E.D.
U. S. Citizen or a lawful permanent resident who can read and write the English language.
Must be twenty-one (21) years of age at time of hire.
Obtain Washington State Peace Officer Certification within one year of hire.

Licenses or Certifications:
Valid Washington State Driver License
Must be able to successfully complete and pass background check
Must be able to pass psychological exam
Must be able to pass the Washington State Basic Law Enforcement Academy or equivalent academy Certification within one (1) year probationary period.

KNOWLEDGE OF:
- Use and care of firearms. Must be able to routinely qualify with and proficiently operate all assigned weapons, including the ability to accurately fire, clear malfunctions, disassemble and clean weapons.
- Driving motor vehicles under emergency and non-emergency conditions.
- Properly operate and maintain police issued or assigned equipment.
- Safety and security hazards, precautions, standards, policies and procedures.
- Computer operations and software including Microsoft Office products and related databases.

ABILITY TO:
- Maintain effective working relationships with others
- Write reports and maintain accurate logs and records.
- Analyze situations and adopt a quick, effective and reasonable course of action, particularly under conditions which are psychologically and emotionally stressful.
- Communicate effectively with persons in physical and or emotional distress.
- Observation and the ability to remember names, faces and details of incidents.
- Learn new technical advances, software and equipment
- Attentive to detail
- Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective relationships and rapport with elected officials, management, employees and representatives of other agencies and the public.