

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

POLICE OFFICER

3205

GENERAL PURPOSE: This is law enforcement work.

CLASSIFICATION SUMMARY: Performs law enforcement, crime investigation, and crime prevention work. Primary responsibility is for the protection of life and property through enforcing statutes and laws. Duties normally consist of patrol and traffic activities in the city on an assigned shift in a patrol car, on a bicycle, or on foot and answering calls for service. Duties include investigation of crimes and traffic accidents. Patrol officers work assigned cases from preliminary investigation stage until logical conclusion. Employees may be delegated assignments in specialized areas such as major investigations, training, or officer-in-charge in the absence of a Police Sergeant. Work involves an element of personal danger and employees must exercise individual judgment and discretion in meeting emergencies and enforcing ordinances and laws. New hires will be required to successfully complete a one-year trial period prior to permanent appointment. During the trial period, new officers are expected to apply formal classroom and on-the-job training experiences to actual work situations. Initial training consists of formal classroom course work at the police academy unless prior certification provides the ability to continue certification in the state of Washington or law allows equivalency certification. All newly hired police officers must successfully complete field training under the direction of an experienced officer or shift commander. Officers are hired at trainee status until successful completion of basic academy certification requirements. As experience and training is gained, the employee is eligible to progress to first class police officer status. Qualified lateral entry officers may be eligible for 3rd class officer status (mid pay range) upon employment. Direct supervision of other employees is not a responsibility of positions in this class unless delegated officer-in-charge duties. Reports to a shift commander (Sergeant) who reviews work performance for quality of reports written and law enforcement activities.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Engages in preventive patrol to determine the existence of actual or potential troublesome crime related situations.

Conducts investigations regarding possible law violation, obtaining and verifying factual information from involved persons; interacts with families of suspects, victims, or offenders to obtain and provide information; acquires and protects all evidence including recording observed and verbally reported data in relation to possible crime related violations; verbally interacts with witnesses and victims, suspects, and offenders to obtain information.

Determines existence of probable cause, identifies, and takes suspects and offenders into physical custody; conducts examinations of persons, vehicles, premises, or areas to determine the presence of individuals or illegal activities or articles; takes necessary steps to locate, identify, and impound property taken from rightful owners; takes suspect or offender into custody and delivers them to appropriate confinement location, maintaining security and safety of individuals being moved from one place to another; transfers or accepts custody of suspects or offenders and participates in completion of required jail intake procedures.

Is assigned an active case load requiring follow-up investigations and continues with assigned investigation, unless relieved of the case by a supervisor, until the investigation leads to a logical conclusion.

Initiates public service activities and responds to requests from persons for information and assistance; seeks to resolve disputes between family members and disputes between two or more persons; controls small or large groups of people involved in potential or actual disturbance situations including civil disorders; meets with citizen groups in programs directed toward understanding of law, crime prevention, and the criminal justice system.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

Monitors and directs vehicle and pedestrian traffic and enforces traffic regulations. Issues traffic citations where appropriate.

Conducts investigations of traffic accidents.

Attempts to locate offenders or pursue and capture escaped inmates and suspects.

Maintains communication with criminal justice or private agencies to exchange information; meets with peers or other criminal justice system personnel regarding specific suspect or offender cases; participates in pretrial conferences; presents factual information in court on field observations and investigations of criminal cases; examines information contained in reports or in suspect's or offender's case file.

Participates in directed patrol activities in either a motor vehicle, on a bicycle, or on foot.

Completes all agency reports in accordance with agency procedures and maintains personal records to assist the conduct of the agency's function.

Engages in professional development by seeking to maintain or increase both academic and non-academic police-related skills.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

- Ability to analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action.
- Ability to read and understand laws, ordinances, rules, and regulations.
- Ability to cope with stress situations calmly, firmly, tactfully, and with respect for individual rights.
- Ability to maintain effective relations with fellow employees and with citizens from varied racial, ethnic, or economic backgrounds.
- Ability to communicate clearly, verbally, and in writing.
- Ability to work independently without direct supervision.

- Ability to work with other law enforcement officers in teamwork situations.
- Ability to develop skill in the use and care of a variety of firearms and law enforcement equipment.
- Ability to learn and use investigative techniques and procedures.
- Ability to observe and remember details.
- Ability to learn to drive light duty passenger vehicles and bicycles skillfully and in a proper manner.
- Ability to learn and properly perform first aid.
- Physical strength and agility sufficient to perform the essential functions of the job.
- Possession of a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Any experience or education which would demonstrate reasoning skills and the ability to deal with the public and perform the work of the class.

TOOLS AND EQUIPMENT USED:

(For a detailed list of tools and equipment used, please refer to a current position description.)

Police car; police radio; radar gun; handgun and other weapons as required; sidehandle baton; handcuffs; breathalyser; pager; first aid equipment; investigating equipment, including camera and fingerprinting apparatus; video equipment; telephone; personal computer; fax machine; copy machine.

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.)

While performing the duties of this job, the employee occasionally works in an office environment. The employee frequently works in outside weather conditions while on foot or bicycle patrol. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The employee must occasionally lift and/or move more than 100 pounds.

The noise level in the work environment is occasionally loud in the field and quiet in the office.

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.

