

# CITY OF OCEAN SHORES

# JOB DESCRIPTION

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***Title: Police Officer***

***Reports To: Police Sergeant***

***Salary Range: Police Officer***

## **Job Objectives:**

Under close initial direction, until proficiency has been demonstrated, individuals classified as Police Officer perform assigned patrol law enforcement work necessary to maintain public peace and order, to protect life and property, to prevent crime, to apprehend suspected violators of the law, and otherwise to ensure enforcement of State laws and City ordinances under the jurisdiction of the office of the Chief of Police.

Individuals are expected to perform conscientiously, proficiently and independently any and all patrol assignments and duties of a regular or irregular nature. Responsible for recognizing the importance placed on law enforcement activities by the public and for tactful and courteous treatment of citizens. Responsible for assigned police patrol vehicle and other assigned equipment of the Police Department.

Individuals must be able to act without supervision and to exercise independent judgment and discretion in meeting emergencies.

Work assignments are normally performed in accordance with departmental policies, rules, standard practice and established precedent, with matters requiring deviation normally referred to a higher command level for decision or direction.

Performance is reviewed on a continuous basis by departmental superiors through an appraisal of work methods, results achieved, reports, personal inspection and discussion.

## **Job Location and Equipment Utilized:**

Work is performed indoors and outdoors in all types of weather conditions. Work involves the potential for personal injury. Equipment utilized includes police vehicles, police radios, hand and shoulder held weapons, other auxiliary police equipment and computer systems. Individuals are required to respond to emergency calls before and after hours of regularly scheduled work shifts and on weekends. Subject to working irregular hours including holdovers and early reports.

## **Essential Job Functions:**

Includes but is not limited to such essential job functions as listed below:

- ◆ Safely operate a police vehicle and/or water craft to patrol the City streets, parks, beaches, canal, airport facility, marina, lake, commercial and residential areas. Maintain continual observation of areas patrolled including residential, business, rural and industrial facilities; observe for evidence of illegal activity in progress or that already occurred, or any other irregular activity that indicates need for attention.
- ◆ Patrol on foot as necessary to perform job thoroughly. Investigate conditions such as open doors, broken windows, vehicles parked in suspicious locations and unusual individual or group activity.
- ◆ Use portable or vehicle mounted radio transmitters/receivers as necessary to exchange any and all job-related information.

- ◆ Enforce motor vehicle operating regulations. Apprehend violators; issue warnings or citations, make arrests or take other action as deemed warranted by the circumstances. As necessary, coordinate such activities with Deputy Sheriffs, Washington State Patrol Officers, federal law enforcement officers and the Coast Guard in accordance with established policy.
- ◆ Operate radar unit to discover speed violations; perform routine radio check of vehicle identification against current stolen vehicles and identification of violator drivers against outstanding arrest warrants.
- ◆ Investigate and assist drivers and pedestrians in difficulty. Resolve such situations or refer to proper authorities.
- ◆ Standing for long periods of time to direct traffic during abnormal situations such as community events, conventions, accidents, fires or periods of congestion.
- ◆ Perform crowd control activities at public gatherings as warranted under particular circumstances including dispersal of unruly individuals or groups.
- ◆ Develop detailed knowledge of City street system, beaches, airport facilities, landmarks, local activities and habits of citizens and suspected or known criminals, and other patterns of public activity.
- ◆ Respond to any and all emergency calls, including traffic accidents, public or private altercations, robberies, burglaries, thefts, commercial or residential injuries, water accidents and deaths.
- ◆ Respond to personally sensitive calls such as family disturbances, missing persons, sexual assaults and domestic altercations. Exercise caution relative to personal safety, safety of others at scene; take appropriate steps to calm the parties as necessary to resolve the immediate situation.
- ◆ Assess the nature and urgency of the problem upon arrival at scene of call; immediately determine the circumstances and persons in relation to nature of call; whether situation warrants routine or emergency handling, and whether other officers or a supervisor should be called to the scene.
- ◆ Upon arriving at the scene of a crime, arrest or detain suspects for probable cause as warranted; take all steps necessary to preserve and control crime scene. May assist in the initial investigation, including interview of victims and witnesses.
- ◆ Report to scene of accidents; as necessary, administer first aid; summon medical personnel; control accident scene; interview principals, witnesses; prepare general sketch of accident scene, noting details; and, complete standard accident report. Issue citations or make arrests as situation warrants.
- ◆ As required, make arrests or detain suspects, employing level of physical force necessary only to control individuals as warranted under the circumstances; handcuff and search individuals; advise individual of rights; and, arrange for or transport to a detention facility.
- ◆ Appear in court as arresting officer to present evidence, facts, details of circumstances and otherwise testify against persons accused of crimes; respond to questioning and cross-examination from prosecuting and defense attorneys.
- ◆ Prepare written reports of sufficient legibility and clarity that others without knowledge of the incident or situation can readily comprehend the facts and assure that the reports can serve as the basis for subsequent investigations or for court proceedings and testimony. Requires narrative writing, noting identifying features, times, places, etc. Must answer the questions "who, what, when, where, how, why."

- ◆ Explain 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; inform those involved of the law applicable to their situation and their alternatives, or refer to employee of a higher classification.
- ◆ May transport prisoners for court appearances, medical treatment or for incarceration at a detention facility.
- ◆ Conduct presentations before school groups and service organizations on law enforcement matters.
- ◆ Read, interpret and enforce applicable laws and ordinances in order to be prepared to quickly determine application of law to any incident encountered.
- ◆ In any incident, assess the sensitivity and complexity of the situation to decide expeditiously the course of action to take and whether and at what point it should be turned over to an employee of higher classification.
- ◆ Determine when persons being detained in any incident should know why they are detained and are aware of the law or violation. Advise accordingly.
- ◆ Maintain composure and self-control under varied and adverse physical and/or psychological conditions, such as public harassment or heckling, ridicule, critical injury situations or death by any cause. Carry out official duties in a timely, objective and effective manner.
- ◆ Within parameters of departmental policy, develop and apply individual methods and techniques that enhance personal ability to persuade, influence and control individuals of varied backgrounds.
- ◆ Maintain continuous alertness to potential "worst case" reaction from any person questioned for violation of law; exercise caution in approaching the individual, be prepared for self-defense or defense of other individuals or property, and to apprehend and detain individual when necessary.
- ◆ In driving police vehicle in emergency situations, make determination of when to use flashing lights and sirens, and how to drive in relation to own driving ability, weather conditions, traffic density, speed, etc., in order to respond to emergency calls or apprehend offender consistent with Departmental policies and procedures.
- ◆ Determine when and how to use non-lethal weapons and approved firearms of the appropriate type in any specific situations, consistent with Departmental policies and procedures.
- ◆ As required, set-up and operate a portable breath test unit and breathalyzer machine to make necessary determinations.
- ◆ May be assigned as Coordinator or Team Member on continuing or temporary basis to special sections such as Surf Rescue, Marine Patrol, Property Watch, Training or other specialized law enforcement service activities.

**Required Knowledge, Skills and Abilities:**

Requires knowledge of the field of assignments and physical abilities sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by example in the above job description.

- ◆ Requires ability to satisfactorily complete course work and training such as Basic Law Enforcement School established under the Washington Criminal Justice Training Commission, and other in-service training in methods, procedures and techniques of law enforcement work presented by other employees with specialized training in the Department or by attendance at special schools.

- ◆ Requires ability to learn principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence and all other aspects of law enforcement.
- ◆ Requires ability to learn to read, interpret and properly apply laws applicable to law enforcement work.
- ◆ Requires ability to acquire skill in the use and care of Department approved firearms and the conditions under which they may be employed in accordance with Department regulations.
- ◆ Requires ability to physically handle persons resisting arrest that may involve running, tackling, fist fights and wrestling.
- ◆ Requires ability to obtain officially approved standard first aid and CPR certification.
- ◆ Requires ability to express self clearly and concisely in speaking and writing, and legibly in writing or printing.
- ◆ Requires ability to memorize and recall detail, e.g., names, faces, times, incidents and identification of objects.
- ◆ Requires ability to maintain composure and self-control under adverse conditions, e.g., public harassment, ridicule, critical injuries and death.
- ◆ Requires ability to cope with situations firmly, courteously, tactfully and with respect for the rights of citizens.
- ◆ Requires ability to establish and maintain effective working relationships with other employees and community members.
- ◆ Requires ability to perform duties and maintain personal conduct, attitude and appearance that conforms to strict policies, procedures, discipline and within a "chain of command" management system.
- ◆ Requires ability to hold self in readiness at all times to answer calls, accept authority, obey orders of superiors and accept a strict personal and organizational code of conduct and ethics.
- ◆ Requires ability to adjust to a lifestyle that requires working rotating shifts and days of the week, including work on holidays and being subject to overtime, hold-over and call-back at any time.
- ◆ Requires ability to maintain balanced perspective about life in general not withstanding a continuous exposure to the criminal element of society.

**Required Physical Traits:**

- ◆ Requires ability to meet physical capabilities and endurance requirements prescribed by the Civil Service Commission.
- ◆ Requires ability and stamina to perform heavy physical labor for sustained periods of time.
- ◆ Requires ability to work out of doors in all types of weather conditions.
- ◆ Requires manual dexterity and visual acuity to operate a personal computer.
- ◆ Requires ability to walk, crawl, bend, twist, stoop, kneel, climb stairs, and perform repetitive lifting and to maintain such activities on a sustained basis.
- ◆ Requires ability to stand and/or sit for prolonged periods of time.

**Qualifications:**

- ◆ Must possess a high school diploma or GED.
- ◆ Requires successful accomplishment of written, oral, physical agility and psychological tests and medical examinations prescribed by the City of Ocean Shores Civil Service Commission.

- ◆ Requires successful completion of the Washington State Basic Police Academy or equivalency.
- ◆ A personal history free of any convictions which relate to fitness to perform the job of Police Officer.
- ◆ Must be a minimum of twenty-one (21) years of age at time of appointment.

**Other Requirements:**

- ◆ Requires a valid Washington State Drivers License with a driving record acceptable to the City's insurance carrier.
- ◆ Must be a U.S. Citizen.

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The statements contained herein reflect 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. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.