



Position Description

Police Officer

Police Department

CLASSIFICATION: Non-Exempt

BARGAINING UNIT: Pasco Police Officers Association – Uniformed

REPORTS TO: Chief of Police, Captain, and Sergeant

SUPERVISES: None

SUMMARY:

Police Officers are assigned to patrol duty or other special assignments 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 assure the enforcement of State laws and City ordinances under the jurisdiction of the office of the Chief of Police.

ESSENTIAL JOB FUNCTIONS:

Additional job functions may vary due to department or City needs/requirements. Assignments may include but are not limited to:

- Develops solutions to problems and improves quality of life where possible.
- Develops partnerships with individual citizens, group and area representatives.
- Responsible for tactful and courteous treatment of all citizens.
- Provides general information on laws and ordinances; explains process of filing a formal complaint; directs citizens to appropriate authorities as necessary.
- Prepares and writes a variety of reports and records, such as reports on arrest, property evidence, impound, accidents, offenses, damages to property, and results on investigations.
- Serves and enforces civil process issued by the courts to include restraining orders, orders for protection, not contact orders, anti-harassment orders, and subpoenas; serves arrest and search warrants.
- Takes command at scene of crime or accident until relieved by a superior officer; administers first aid and requests medical service as necessary; takes statements, interviewing victims and witnesses; assesses situations and determines appropriate response; records vital information regarding causes and circumstances, including taking photographs and measurements; documents evidence.
- Reports traffic hazards and directs pedestrians and vehicular traffic flow when necessary; disburses unruly crowds at public gatherings.
- Observes, reports and acts on conditions conducive to crime and danger.
- Patrols assigned geographical areas in the City by car or on foot or other means to aid in preventing crime and to enforce federal, state, and City criminal and traffic laws and regulations.
- Performs stake-outs or undercover operations to obtain sufficient evidence to prosecute or identify principal participants perpetrating a crime.
- Physically detains law violators or those who may be resisting arrest which may require physically subduing a suspect.

OTHER JOB FUNCTIONS:

- Performs community liaison activities such as educating the public about crime prevention, providing general information on laws and ordinances, explaining process of filing a formal complaint, the extent of police patrols, and alternatives available to citizens and directing citizens to appropriate authorities as necessary.
- 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 working relations with surrounding police departments, county sheriff, State Patrol and relevant community service agencies to assure and accurate and timely flow of information and cooperation.

- Responsible for the care of assigned police vehicles and other equipment of the Police Department.
- Assures that all equipment used is maintained and operating properly.
- Investigates and inspects persons or businesses for compliance with City ordinance requiring licenses.
- Performs other related duties as assigned.

WORKING CONDITIONS:

Work is performed both in the office setting and in the field patrolling designated area(s) in a patrol car or on foot. Police work involves the potential for personal injury; individuals must be able to act without direct supervision and to exercise independent judgment.

ENVIRONMENT: Exposure to inclement weather conditions, uneven terrain and dangerous situations requiring the use of physical force and sometimes firearms and other weapons.

PHYSICAL: Physical exertion is required to climb stairs and over walls, run, and move heavy objects, crawl through tight spaces, kneel in confined areas and sit for long periods of time during surveillance. Activities may require physically subduing suspects, moving through heavy underbrush and trees, jumping fences, climbing onto or into buildings. Activities may require using deadly force to protect self or others.

HAZARDS: Risk physical hazards from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, drugs, and drug paraphernalia, traffic accidents, unruly citizens, and crime suspects. Varying work schedules are required; may be recalled for emergency duty as needed.

KNOWLEDGE, SKILLS & ABILITIES:

The minimum amount of knowledge, skill, and ability necessary to competently perform the essential functions of the position.

Knowledge of:

- Federal, state, county, and City laws, regulations and ordinances.
- Principles of community oriented policing including problem solving techniques.
- Safety standards, procedures, and precautions utilized in police activities.
- Methods of investigation, apprehension, and rules of evidence.
- Criminal behavior and causes underlying criminality and social, psychological.
- Basic first aid and CPR procedures.
- Safe and appropriate use of firearms and other police related tools.

Ability to:

- Successfully complete the Washington State Police Academy.
- Analyze situations quickly and objectively and to recognize actual and potentially dangerous situations and to determine proper course of action.
- Establish and maintain effective working relationships with other employees, officials, and the citizens from a variety of racial, ethnic, and economic backgrounds.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Communicate clearly and concisely, both orally and in writing.
- Operate patrol vehicles in routine and emergency mode.
- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Get in and out of a patrol car on a frequent basis.
- Present evidence in court effectively.
- Physically perform the essential functions of the job.
- Physically handle persons resisting arrest.
- Skillfully and safely use firearms and other police-related tools.

EDUCATION & EXPERIENCE:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

- High school diploma or G.E.D.

LICENSES, CERITIFCATIONS, AND OTHER REQUIREMENTS:

Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the City and employee. Subject to change based on operational needs.

- Valid Washington State driver license.
- Must be 21 years of age of at time of appointment.
- Must be a United States citizen or lawful permanent resident at time of appointment
- Obtain Basic Law Enforcement Certification with the State of Washington in accordance with Washington State law.

APPROVED BY: *City Manager*

Date