

CITY OF PORT ORCHARD

JOB DESCRIPTION

Job Title: Police Officer

FLSA: Non-Exempt

Civil Service: Included

Department: Police Department

Reports To: Police Sergeant

This is a full-time position. Incumbent may be required to attend meetings during other than normal work hours and may also be called back to work before or after regularly scheduled work hours or on scheduled days off. A Police Officer will be required to work Saturdays, Sundays, holidays and will be subject to shift assignment and/or rotation in accordance with established procedures.

Major Function and Purpose

A Police Officer's primary purpose is to maintain peace and order and to protect life and property through impartial enforcement of federal, state and local laws.

General Function

Under general supervision from the Police Sergeant, the Police Officer is responsible for protecting lives and property within his/her jurisdiction. It is important for persons in this position to maintain a high public profile in order to deter criminal behavior.

Supervision Responsibilities

This is a non-supervisory position. However, a Police Officer may supervise a new officer or Police Reserve Officer as required.

Job Duties and Responsibilities

This job description reflects 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 working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Operates a motor vehicle for extended periods of time in all environmental conditions, and on occasion at high speeds and in congested traffic situations
- Apprehends those suspected of unlawful activity, cautiously observing legal guidelines regarding arrests and individual civil rights
- Patrols city limits from a police car, other police vehicle or on foot to monitor activity
- Monitors and enforces traffic laws and safety ordinances within a prescribed jurisdiction
- Patrols and examines buildings and residences to detect suspicious conditions
- Detects and/or prevents criminal activities
- Directs traffic in congested and emergency areas; reports safety hazards
- Identifies and eliminates hazards to public safety
- Issues citations for various infractions
- Responds to scene of accident and investigates cause
- Responds to calls for service and assistance
- Provides first aid as needed
- Investigates and interviews victims, witnesses and potential suspects
- Appears in court to testify as needed
- Conducts detailed investigations and gathers information that pertains to suspected criminal activities
- Conducts follow-up investigations based upon reports and other data compiled by department personnel
- Searches for and preserves evidence
- Makes oral and written reports
- Prepares reports pertaining to arrests and investigations

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- Records information related to daily patrol activities and preparation of reports based on this information to aid in the prosecution of offenders
 - Maintains liaison with other departments and agencies
 - Participates in various training sessions
 - Become qualified and obtain any certifications required by local, state or federal law.
 - Conducts light preventative maintenance on departmental equipment
 - Meet minimum department standards on firearms qualification.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

A Police Officer must possess excellent skills in interpersonal relations and communication. A high level of maturity, emotional stability and the ability to exercise sound judgment under stress, particularly in crisis situations, is essential to the performance of duties. He/she must be able to respond to varying situations with tact and diplomacy and know how to deal with stressful, hostile or irrational persons, whether due to physical or mental disability, drugs, socio-economic differences, or other factors.

A Police Officer must display a pleasant and professional demeanor when in contact with citizens to establish a positive public image. In addition, he/she must appreciate and observe the importance of maintaining confidentiality of all information acquired in the discharge of his/her duties.

Maintenance of personal health and good physical condition is a basic job qualification. A Police Officer will receive training in the use of a variety of job-related equipment and will be expected to utilize all apparatus and equipment proficiently and appropriately, including the use of firearms.

Working Conditions

Work is performed both indoors and outdoors, and he/she will be required to perform normal duties in inclement or severe weather conditions. The employee may have exposure to hazards such as chemicals, insect stings, and temperature extremes. The employee may also have exposure to blood and communicable disease. A Police Officer may expect to encounter hostile or violent individuals and may be subject to verbal and/or physical attack or assault from such individuals, or may have gunfire directed at him/her. Tasks may require the employee to wear protective clothing or equipment.

A Police Officer is subject to shift rotation, and may be required to work overtime as the need arises. Subpoenaed appearances in court to testify in the prosecution of individuals charged with misdemeanor or felony offenses is a regular and ongoing occurrence, and such appearances may be required during a Police Officers days off, or before or after a

regularly scheduled work shift. In addition, the Officer may be contacted by supervisory personnel at his/her residence during off-duty hours for guidance and/or counseling.

A Police Officer shall serve a probationary period as established by the City of Port Orchard Civil Service Rules and Regulations.

Contacts and Relationships

A Police Officer will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, court, or jurisdiction with which he/she may come in contact.

Physical Requirements

The employee will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. A Police Officer must also have the physical ability to engage in physical altercations and confrontations and to subdue or calm a combative individual, and to rescue victims

A Police Officer will be required to operate a City patrol car safely and efficiently. In addition, proficient use and maintenance of any other job-related tools, apparatus or equipment, including use of firearms, is required.

Recruiting Requirements

A Police Officer must:

- Be 21 years old or older
- Possess valid Washington state driver's license
- Be able to qualify on the shooting range
- Be able to pass Washington State medical standards for police officers
- Have the ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate orally and in writing
- Have the ability and willingness to maintain strict confidentiality
- Possess a high school diploma or GED equivalent
- Be capable of passing applicable civil service or city required employment testing, such as, but not limited to, psychological, physical agility, polygraph
- Be capable of satisfactorily prescribed courses of training at the academy and during in-service training progress, as required
- Must be legally permitted to possess a firearm in the State of Washington
- Must be legally qualified to work in the United States
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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