

City of  
**EDMONDS**  
Washington

**POLICE OFFICER**

<b>Department:</b>	Police	<b>Pay Grade:</b>	<b>NE 11</b>
<b>Bargaining Unit:</b>	EPOA	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Sergeant or Corporal

**POSITION PURPOSE:** Under general direction of a Sergeant or Corporal, while working in an assigned patrol area or specialty unit, performs police protection services including patrol duty or other specialized duties necessary to maintain public peace and order, safeguard the lives and constitutional rights of all citizens; prevents crime; responds to crime and traffic collision scenes, emergency situations and other requests for assistance; detects, apprehends and arrests criminals; enforces federal and state laws and city ordinances under authority of the office of Police Chief.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides a variety of police protection and other services to enforce laws and ordinances; safeguards the lives, property and constitutional rights of citizens.
- Drives a patrol vehicle in an assigned area observing for conditions and activities in which there appears to be potential or actual harm to persons or property, disruption of public order or any other violations of law; investigates activities and takes appropriate action required for preventing, subduing or alleviating such conditions or activities.
- Interviews and interrogates participants and witnesses as appropriate and takes into custody persons who have violated criminal law using proper force or restraint on unruly persons according to departmental procedures and policies; may search individuals as appropriate; uses appropriate restraint devices; advises individual(s) of rights and transports arrested persons to local detention facilities.
- Takes all steps necessary to preserve and control crime scene(s); may assist in the initial investigation including the interview of victim(s) witnesses, and/or suspects.
- Enforces criminal, traffic and parking laws and ordinances; investigates criminal activity and violations; issues citations and notices of infractions; prepares probable cause statements; books offenders into detention facilities.
- Apprehends persons based on probable cause suspected of committing crimes.
- As necessary, coordinates activities with other law enforcement agencies and jurisdictions in accordance with established policy.
- Operates a speed measuring devices to discover speed violations; accesses law enforcement databases to determine stolen or wanted status of vehicles or persons.
- Assists drivers and pedestrians in difficulty; resolves or refers such situations to proper authorities.
- Enforces criminal, traffic, and parking laws and ordinances; investigates criminal activity and violations; issues citations and notices of infractions; prepares probable cause statements; book offenders into detention facilities.
- Apprehends persons based on probable cause suspected of committing crimes.

## **JOB DESCRIPTION**

### **Police Officer**

- Directs traffic during abnormal situations such as: natural disaster emergencies, accidents, fires or periods of congestion; performs crowd control activities at public gatherings as warranted under particular circumstances including dispersal of unruly individuals or groups.
- Responds to any and all emergency calls including: traffic collisions, altercations, robberies, burglaries, thefts, industrial or home injuries, water accidents or deaths and other related emergency calls; takes appropriate reporting or enforcement action.
- Responds to personally sensitive calls such as: family disturbances, missing persons and domestic violence exercising caution relative to personal safety and safety of others at scene; takes appropriate steps to calm the parties as necessary to resolve the immediate situation; takes appropriate reporting or enforcement action.
- Assesses the nature and urgency of the problem upon arrival at the scene of a call; immediately determines the circumstances and persons involved in relation to the nature of the call; determines if the situation warrants routine or emergency response and if other officers or a supervisor should be called to the scene.
- Reports to scene(s) of traffic collisions as necessary; administers first-aid; summons medical personnel; controls collision scene(s); interviews principals and witnesses; prepares a general sketch of the collision scene(s) noting details; completes standard traffic collision reports; issues citations, notices of infraction, or makes arrests as the situation warrants.
- Prepares written, descriptive reports to a sufficient level of legibility and clarity so 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, court proceedings, and testimony.
- Provides court testimony about evidence, facts, and details in criminal or civil cases.
- Explains the content of the law to persons involved in a dispute; describes the process of filing a formal complaint, the extent of law enforcement powers and the responsibility of citizens to follow prescribed legal procedures; informs those involved of the applicable law and their alternatives or refers them to an appropriate person or agency.
- Utilizes and maintains a variety of specialized equipment such as: firearms, police vehicles, radios, baton, handcuffs, flares, breath testing devices, chemical sprays, still and video cameras, fire extinguishers and other authorized equipment according to established policies and procedures.
- Maintains proficiency in driving, the use of firearms, defensive tactics and in arrest control techniques in accordance with departmental policies and procedures.
- Provides support to the Department on matters as directed and may serve as staff on a variety of committees.
- Prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as assigned; ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.
- Maintains physical abilities as set forth under working conditions (below).
- Performs other duties as assigned.

#### **Required Knowledge of:**

- Principles, practices and procedures used in law enforcement work.
- Federal, State, County and City laws and ordinances.
- The principles and techniques of crime prevention, investigation, apprehension, criminal identification, rules of evidence, recordkeeping and all other aspects of law enforcement.
- Operations of specialized law enforcement firearms, equipment and vehicles.
- Police Department organization, policies, rules and regulations.
- Current methods of criminal investigation and identification.
- Rules of evidence.
- Rules of search and seizure and laws of arrest.

## **JOB DESCRIPTION**

### **Police Officer**

- Crime scene investigation techniques, preservation and processing.
- Legal definitions and terminology of major crimes.
- Case management and organization skills.
- Interviewing and interrogation techniques including non-verbal and verbal deception clues.
- Operation of a variety of specialized police vehicles and equipment.
- General social problems and cultural diversity of citizenry.
- The geographical layout of the City, street names and numbers.
- Interpersonal skills using tact, patience and courtesy.
- First Aid, CPR, breath testing device and radar and other authorized police equipment, procedures, methods and techniques.
- Technical aspects of field of specialty.
- Current office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- Effective communication principles and practices to include public relations and customer service.
- Principles of report preparation.
- English usage, spelling, grammar and punctuation.

#### **Required Skill in:**

- Interpreting and applying law enforcement principles, practices, methods and techniques.
- Reading, writing and speaking the English language with sufficient proficiency to communicate effectively in person, over police radios, on the phone and through written reports.
- Preserving and processing crime scenes.
- Performing specialized duties in the areas of investigations or special assignments.
- Protecting the lives, property and constitutional rights of all citizens.
- Observing, memorizing and recalling details.
- Using sound judgment to make appropriate decisions and to respond efficiently and appropriately to situations.
- Exercising independent discretion when responding to emergencies.
- Maintaining composure and self control under adverse conditions.
- Reacting quickly and calmly in emergency situations.
- Responding to crime and emergency scenes and taking immediate and appropriate action.
- Maintaining proficiency in driving observing legal and defensive driving practices.
- Maintaining proficiency in the use of firearms, defensive tactics and in arrest control techniques in accordance with departmental policies and procedures.
- Preparing clear and concise reports.
- Presenting evidence and testimony in court.
- Performing basic mathematical calculations accurately.
- Analyzing situations accurately and adopting an effective course of action with due regard to surrounding hazards and circumstances.
- Applying and administering proper first aid and CPR techniques and methods.
- Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
- Establishing and maintaining cooperative and effective working relationships with other employees, public officials and the general public.
- Adapting to changes in work methods, procedures, environment, rules and goals of the department.
- Understanding community and social conditions to determine needs.

## **JOB DESCRIPTION**

### **Police Officer**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Must be age 21 at time of appointment. A graduate of an accredited high school and possess a high school diploma/GED certificate.

##### **Licenses or Certifications:**

Valid Washington State Driver License.

Washington State Basic Law Enforcement Academy or equivalent academy certification required for Police Officer level. Some positions may require additional certifications based on area of responsibility or specialty.

Certification in the use of the breath testing devices and speed measuring devices.

First Aid and CPR Certification.

Must be able to successfully complete and pass background check.

May be required to successfully complete and pass other examinations as required by law or by city and department policies, and/or Civil Service Commission Rules and Regulations, including a medical and psychological exam.

#### **WORKING CONDITIONS:**

##### **Environment:**

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

##### **Physical Abilities:**

- 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, stooping, kneeling, crouching, climbing or otherwise positioning or moving oneself to perform these activities.
- Climbing through open windows, over fences and other stationery 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 (e.g., taking cover quickly, pursuing, tackling and controlling a fleeing suspect, etc.).
- Physically controlling persons including those resisting arrest using appropriate and necessary force.

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**Police Officer**

- Using and caring for department approved firearms in the safe an appropriate manner required by department regulations.

**Hazards:**

- Incumbents may be exposed 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.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_