

**CITY OF MEDINA****CLASSIFICATION DESCRIPTION****POSITION:** Police Officer LATERAL**DEPARTMENT:** Police Department**REPORTS TO:** Police Chief**FLSA STATUS:** Non-Exempt**GENERAL FUNCTION**

Under general supervision, performs patrol, investigation, traffic regulation and related law enforcement activities in the enforcement of law and order, the protection of life and property, the prevention and detection of crime and arrest of violators.

**REPRESENTATIVE ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed and may vary by position. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
2. Works an assigned shift using own judgment in deciding course of action; handles difficult and emergency situations without assistance.
3. Monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area. Maintains normal availability by radio or telephone for consultation on major emergencies.
4. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct or law violations and to otherwise serve and protect.
5. Responds to emergency radio calls, investigates, and takes appropriate law enforcement action. Evaluates complaint and emergency-request information to determine proper response requirements. Reviews facts of incidents to determine if criminal act or statute violations were involved.
6. Investigates and renders assistance at scene of vehicular accidents. Preserves evidence. Issues citations or arrests violators. Summons medical assistance and other law enforcement vehicles. Photographs or draws diagrams of crime or accident scenes and interviews principals and eyewitnesses.
7. Records facts to prepare reports that document incidents and activities. Prepares a variety of reports and records.

8. Undertakes community-oriented police work and assists citizens as appropriate. Informs citizens of community services and recommends options to facilitate longer-term problem resolution.
9. May conduct follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases and testifies in court proceedings.
10. May be assigned to special emphasis area such as school resources officer or traffic.
11. Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney and supervisors regarding cases, policies, and procedures.
12. Maintains contact with lead or supervisory personnel to coordinate investigation activities.
13. Provides mutual assistance during emergency situations and provides general information about Department activities.

#### **Other Duties**

1. Maintains departmental equipment, supplies and facilities.
2. Because of the small size of the city staff, each employee may be required to perform a wide range of duties from time to time.

#### **WORKING CONDITIONS**

The physical activities and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The rating scale used in this section is: Occasionally 1 – 33% of work time, frequently 34 – 65% of work time and Continuously 66 – 100% of work time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit uninterrupted for up to 3 hours – 6 hours per shift, grasp, use foot controls with both feet, drive, talk and hear. The employee is frequently required to balance, bend, crouch and reach below and at the waist. The employee must occasionally stand uninterrupted for up to 1½ hours – 4 hours per shift, walk uninterrupted up to 1 hour – 1 per shift, climb, twist, and reach above the shoulder.

The employee must continuously wear an equipment belt weighing up to 25 pounds and must occasionally lift, carry, or push and pull an average of 50 pounds up to more than 100 pounds. Specific vision abilities required by this job include continuous near and far acuity and the ability to adjust focus.

While performing the duties of this job, the employee continuously works in outside weather conditions. The employee is frequently exposed to excessive noise and vibration and is occasionally exposed to radiation in using a radar gun.

The overall noise level in the work environment is usually moderate.

### **KNOWLEDGE AND SKILLS (requirements)**

#### **Knowledge of:**

- Modern law enforcement principles, procedures, techniques, trends and developments;
- Basic laws, legal codes, court procedures, government regulations, and the democratic political process;
- Relevant equipment, policies, procedures, and strategies to promote effective local police operations for the protection of people, data, property, and institutions;
- Human behavior and performance; individual differences in ability, personality, and interests;
- Group behavior and dynamics, societal trends and influences, ethnicity and cultures;
- Computer operations and software applications relative to the position assignment;
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

#### **Skill in:**

- Considering the relative costs, consequences and benefits of potential actions to choose the most appropriate one;
- Learning the applicable laws, ordinances, and department rules and regulations;
- Performing work requiring good physical condition;
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Communicating effectively orally and in writing as appropriate for the needs of the audience;
- Maintaining effective working relationships with general public, employees, and supervisors;
- Being aware of others' reactions and understanding why they react as they do;
- Defusing hostile or violent behavior;
- Bringing others together and trying to reconcile differences;
- Persuading others to change their minds or behavior;
- Establishing effective working relationships with diverse groups and individuals;
- Effective time management;
- Following verbal and written instructions;
- Learning the City's geography;
- Operating a police vehicle, firearms, less than lethal weapons/restraints, radio communications equipment, police traffic radar technology, mobile data computer and desktop computer with applicable program applications and other required police equipment and office equipment.

### **MINIMUM QUALIFICATIONS**

Minimum 1 year full time law enforcement experience required.

#### **Special Requirements**

A valid Washington State driver's license and successful completion of the Washington State Law Enforcement Training Commission Academy or equivalent is required at the time of appointment or at a time set by the City.

U.S. citizenship, attainment of the age of 21 years, a good driving record, submission to a thorough employment reference and background investigation; submission to psychological and general medical evaluations; submission to FBI record check and polygraph examination are all required prior to appointment. A felony conviction disqualifies from employment.

#### **LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

This classification description does not constitute an employment agreement between the city and employee. It is subject to change by the city as the needs of the city and requirements change.

**Fair Labor Standards Act (FLSA):** Employees in this classification are non-exempt under the FLSA.

**Appointment and Removal Authority:** The Police Chief is the appointing authority for the Police Department with power of appointment and removal of employees in this classification.