

## CITY OF LAKE STEVENS POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Police Officer
<b>DEPARTMENT:</b>	Police
<b>CLASSIFICATION:</b>	Union, Non-Exempt
<b>EFFECTIVE DATE:</b>	February 27, 2009

### **POSITION PURPOSE:**

Provide a wide range of police services to the public including but not limited to: enforcing laws, protecting life and property, maintaining peace and order, providing public service, crime prevention, and investigating civil and criminal matters..

### **SUPERVISION RECEIVED:\***

- Works under the direct supervision of a Police Sergeant.

### **SUPERVISION EXERCISED:**

- None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide service to the public relating directly to public safety including providing assistance, answering questions, make referrals to other services, and solving community problems.
- Patrol the city to detect and prevent crime, stop unlawful behavior, enforce traffic laws, and find conditions that are hazardous to the community.
- Respond to calls for service and take appropriate action following established policy, procedure and current professional practices.
- Interview victims, witnesses, and suspects and document their statements regarding criminal and civil matters.
- Enforce City ordinances, State RCWs, Federal laws and court decisions.
- Apprehend offenders including making physical arrests and overcoming their resistance.
- Develop a detailed knowledge of the community including people, businesses, geographical features, and current problem areas.
- Use computers to create accurate, thorough and complete cases, reports, logs and other documentation that will be referred to the prosecutor or appropriate authorities.
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\* See "City of Lake Stevens, Administrative Organization" in the HR Policy and Procedures Manual.

- Provide assistance to other city departments, public safety agencies and government agencies.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**PERIPHERAL DUTIES:**

- Provide training to part-time police officers, explorer scouts and volunteers.
- Present programs relating to crime prevention, traffic and boating safety, and drug awareness or police operations that include public speaking, organizing meetings, and creating written material.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; near explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

**MINIMUM QUALIFICATIONS:**

- Skills in the operation and understanding of personal computers and typical office equipment.
- Ability to type 35 words per minute is preferred.
- Ability to communicate effectively both verbally and in writing, including the ability to manage circumstances involving conflict and upset people.
- Ability to deal effectively with a wide range of people who may be under stress, have emotional or mental disorders, or are impaired by drugs or medication.
- Ability to use sound judgment under stress.
- Ability to evaluate a number of factors and solve problems using deductive reasoning.
- Ability to understand and follow complex oral and written instructions.
- Be a United States Citizen.
- A minimum of 21 years of age.

- Possession of a valid Driver's License and the ability to obtain a Washington State Driver's License within 30 days of hire.
- Ability to pass a written and physical fitness examination, psychological evaluation, medical examination and polygraph exam.
- Ability to pass a background investigation.
- Able to work variable shifts including nights, weekends and holiday hours.
- Must be able to obtain certification as a peace officer, or timely obtain certification or exemption there from, by meeting all requirements of RCW [43.101.200](#) within the first six months of employment unless the basic training requirement is otherwise waived or extended by the Washington State Criminal Justice Training Commission. Successful completion of basic training is requisite to the continuation of employment of such personnel initially employed on or after January 1, 1990.
- High School Diploma or G.E.D. Prefer a minimum of 45 quarter or 30 semester college credits towards a relevant college degree or completion of a Washington State Criminal Justice Training Commission certified reserve officer academy.
- Successful completion of a field officer training program by a civilian law enforcement agency.
- Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job may be substituted for these qualifications.

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

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EMPLOYEE ACKNOWLEDGEMENT

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