

CITY OF ORTING

JOB DESCRIPTION

Job Title: Police Officer

Department: Public Safety

Job Code: 310

Major Function and Purpose

The Police Officer is a full-time Civil Service position and is required to join the Law Enforcement Officers Guild. The Police Officer performs a variety of duties to support the activities of public safety.

General Function

Under general supervision of the Police Lieutenant and/or Police Chief this position performs a variety of duties. The primary patrol officer will initiate or be the first officer on the scene of any incident requiring police attention.

Supervision Responsibilities

This is a non-supervisory position.

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job-related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

- Patrol within the Orting City Limits
- Be present for duty hours on time, in proper uniform and appearance, and physically fit for duty
- Enforce the laws and ordinances of the City of Orting
- Issues citations to person in violation of laws and ordinances
- Enforce the law, prevent crime, protect citizens and property
- Process complaints
- Arrest offenders
- Conduct preliminary investigation
- Prepare and submit all required reports
- Prepare for court testimony by insuring physical evidence is present
- Prepare for court testimony by being thoroughly prepared with facts of the case
- Report to superior officer any hazardous conditions, equipment problems or matters of

intelligence

- Proper care and handling of all city issued equipment
- May be required to return to the City during off-hours in case of emergency.
- Perform other duties as assigned

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 and in a timely fashion.

- Maintain the confidentiality of criminal and other police records
- Knowledge of the current criminal statutes of the State of Washington
- Knowledge of the Ordinances of the City of Orting
- Knowledge of the rules, regulations and policies of the Orting Police Department
- Ability to deal with the public courteously and professionally.
- Excellent written and oral communication skills.
- Computer experience with word processing and spreadsheets.
- Ability to follow directions carefully and to work independently.
- Ability to physically restrain combative/aggressive persons or animals
- Ability to give chase on foot in order to apprehend someone
- Ability to operate a motor vehicle both day and night
- Ability to withstand working outside in extreme weather conditions

Working Conditions

Work is performed both indoors and outdoors. The Police Officer may be exposed to many hazards. Among the hazards encountered are direct sunlight, communicable disease, dust, pollen, smoke, and noisy work area.

Contact and Relationships

The Police Officer will have contact with the Police Chief and Police Lieutenant and other city employees on a daily basis, as well as contact with the Mayor and City Administrator. Routine contacts may include citizens, school personnel and some federal, state or county officials. The Police Officer must have the ability to deal effectively with conflict, and present a professional, well-groomed and positive appearance at all times.

Physical Requirements

The employee performing the duties of Police Officer must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required.

The individual in this position must have the ability to communicate in person or via telephone to interact with others. Must have the ability to produce handwritten documents. The position may require sitting or standing for extended periods of time.

Minimum Recruiting Requirements

- High School diploma or GED
- Must be at least 21 years of age
- Possess a Washington State Drivers License
- Attend or have attended Police Academy
- Obtain commission status prior to performing duties of Police Officer
- Must be able to pass a background check

Experience and Training

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

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. 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.