

**CITY OF SOAP LAKE**  
**JOB DESCRIPTION FOR LATERAL POLICE OFFICER**

DEPARTMENT: Public Safety  
REPORTS TO: Director of Public Safety  
CLASSIFICATION: Full Time; Non-exempt; Non union  
SALARY RANGE: \$36,000 - \$50,000  
SUPERVISES: N/A  
REVISION DATE: July 15, 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**GENERAL DESCRIPTION:**

Under direction of the Director of Public Safety, to perform a variety of duties in the enforcement of laws and the prevention of crimes including controlling traffic flow, conducting investigations and providing police protection to safeguard lives, property and the constitutional rights of citizens; to provide support and assistance to special crime prevention programs; and to perform a variety of technical and administrative tasks relative to an assigned area of responsibility.

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed.*

**ESSENTIAL FUNCTIONS:**

1. Perform a variety of duties in the enforcement of laws and the prevention of crimes including controlling traffic flow, conducting investigations and providing police protection to safeguard lives, property and the constitutional rights of citizens.
2. Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes and enforce traffic and other laws and ordinances; issue warnings and citations; direct traffic at fires, special events and emergency situations.
3. Respond to general public service calls and complaints involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, stray animals and related incidents.
4. Conduct investigation of criminal violations and/or activities; review and analyze crime reports for pertinent facts; interview victims and witnesses; interrogate suspects, conduct visual and photographic surveillance of criminal activity; prepare and serve search and arrest warrants; apprehend and arrest offenders.
5. Conduct a variety of criminal investigations involving narcotics and juvenile related crimes including child abuse and juvenile narcotics; coordinate social services with outside agencies and organizations.
6. Execute powers of arrest and control including full search, rights advisement, warrant execution and arresting persons.
7. Perform duties using force or deadly force to subdue suspects; defend self with or without weapons and discharge firearms in multiple scenarios including daylight, nighttime or darkness with artificial lighting.
8. Operate emergency vehicles on hazardous road conditions and during high speed pursuits and responses.
9. Testify in juvenile, civil, traffic, municipal and criminal courts; prepare and present evidence.

10. Respond to medical emergency calls; provide basic first aid and CPR as appropriate until relieved by Emergency Medical Service personnel; provide first line crisis intervention in domestic disputes or suicide situations.
11. Participate in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills and general patrolling skills.
12. Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public.
13. Provide a variety of reports on activities, operations, arrests made and unusual incidents observed.

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

**QUALIFICATIONS / KNOWLEDGE OF:**

1. Police methods and procedures including patrol, crime prevention, traffic control and investigations.
2. Rules of evidence pertaining to search, seizure and preservation.
3. Laws governing the apprehension, arrest and custody of persons accused of felonies, misdemeanors and petty offenses.
4. Laws governing the apprehension, arrest and custody of persons accused of felonies, misdemeanors and petty offenses.
5. Techniques and applications of self-defense and proper use of force.
6. Crime scene preservation and investigation methods and techniques.
7. Methods and techniques used in interviewing witnesses, victims and suspects.
8. Proper use and maintenance of firearms.
9. Principles and practices of data collection and analysis.
10. Communicate clearly and concisely, both orally and in writing the English language.
11. Pertinent Federal, State and local codes, laws and regulations.
12. Able to physically control violent people and affect arrests.
13. Work irregular and on-call hours including weekends, evenings and holidays.
14. Able to work independently in the absence of supervision.

**EDUCATION / EXPERIENCE:**

- ❖ Equivalent to a twelfth grade education.
- ❖ Valid Driver's License with a good driving record.
- ❖ Completion of state-certified law enforcement academy.
- ❖ Employment as a full-time, commissioned law enforcement officer within the past 24 months.
- ❖ Completed probationary period with current employer.
- ❖ Ability to successfully complete a thorough background investigation and post-offer psychological, polygraph and medical examination.
- ❖ Maintained any mandated certifications such as firearms qualification and first aid / CPR.
- ❖ Possession of, or ability to obtain, appropriate specialized training as required for the position under departmental guidelines.

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**WORKING CONDITIONS:**

**Environment:** emergency peace control environment; travel from site to site; exposure to potentially hostile environments, toxic chemical, traffic hazards, communicable diseases and inclement weather conditions; extensive public contact.

**Mobility:** incumbents require mobility to restrain or subdue individuals; above average physical endurance in running, climbing and lifting; good balance and hearing; discharge firearms and utilize various other law enforcement equipment; operate a motorized vehicle.

**Vision:** incumbents in this class require vision consistent with Law Enforcement Academy standards.

**Other Factors:** Incumbents may be required to work extended hours including evening, weekends and holiday. Incumbents may be required to travel outside City boundaries to attend training or meetings.

#### **SALARY CLASSIFICATION AND PERFORMANCE:**

Each job title within the City is classified into one of the City's classifications for salary purposes, based on job qualifications, level of responsibility and amount of supervision required for the specific job title. Each classification is designated a particular salary range, shown on the City's wage schedule, which is approved by the City Council annually.

Performance is generally evaluated annually. The evaluation is part of an employee's personnel record and may be a determining factor whether the employee receives a wage increase or is promoted, demoted, laid off or terminated

**City of Soap Lake is an Equal Opportunity Employer.**