

**CITY OF ELLENSBURG  
POLICE DEPARTMENT  
CODE ENFORCEMENT OFFICER  
REPORTS TO: CORPORAL**

**MISSION:**

To enforce Ellensburg City Codes on parking, weeds, rubbish, garbage and inoperative vehicles. To enforce all adopted state parking laws.

**SUMMARY:**

Enforce Ellensburg City Codes. Provide record keeping and correspondence related to these codes. Effectively deal with emotional, angry people. Work independently with little direction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All of the following are to be performed while adhering to City of Ellensburg operational policies, safety rules, and procedures.

**Parking Enforcement:**

Chalk tires in the progressive fine area

Monitor start/stop time in progressive fine area

Enforce any violations; alley parking, parking in bicycle/motorcycle only

Walk same route, monitoring for chalk on tires

Review license plate in violator book to determine violation

Write ticket as determined and continue until finished

Chalk tires in other time areas around city

Return to area after time limit has expired and write ticket

Monitor parking violations in city (disables, wrong way, etc.)

Respond to general parking complaints

Collect information on violator and reporter

Respond to violation location; issue citation or impound

Contact reporting party if necessary

Maintain communications with dispatch

**Weed, Rubbish/Refuse, Inoperative Vehicles:**

Collect information; respond to complaint call

Attempt citizen contact

Leave a business card if unable to make contact

Receive an IR number from KITTCOM if violation is present

Take pictures for case file

Determine legal owner of the property from assessor's office

Send legal owner an abatement letter per appropriate Ellensburg City Code

Fill out IR and all paperwork; forward to Sergeant

Computer, Data Entry, Drops and Monthly Penalty Letters:

Enter tickets issued by department

Compare paid receipts with ticket; remove from system

Input correspondence pertaining to codes enforced

Send monthly penalty letters reminding registered owners to pay fines

Process correspondence pertaining to enforced codes

State/Federal Access Terminal:

Enter license plate data to obtain registered owner information

Run drivers checks

Run license plates monthly on unpaid tickets to get registered owner information

Gain access to stolen vehicle information

Maintain confidential information from NCIC access

Correspond with Department of Licensing:

Run a list of unpaid tickets monthly

Add penalties

Look for any two tickets with the same license numbers

Fill out "notice of failure to pay" and send to Department of Licensing

Receive monthly reports from Department of Licensing regarding report of sales and vehicles destroyed; purge tickets from system

Match tickets to DOL report and drop

File in dropped by DOL file

Incident Report:

Fill out all information pertinent to the case and turn in to Sergeant for approval

Close all cases once they have been solved

Court Case Support:

Process and forward contested citations  
Provide incident report  
Testify in court as requested  
Maintain department records

Miscellaneous Duties:

Assist in evidence destruction  
Assist at front counter; answer telephones, etc.  
Assist officers when needed  
Run extra errands when necessary  
Deliver/pickup data from Prosecuting Attorney, District Court, Misdemeanant department, Department of Corrections, State Patrol, Central Washington Police, Health Department, Telephone company, etc.  
Other duties may be assigned.  
This is a representative sample--not to imply a complete listing of responsibilities and tasks.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

State certification for access terminal

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;

(B) Some skill in the operation of most of the tools and equipment listed below. Periodically accesses sensitive information required to perform job tasks, requiring the ability to maintain confidentiality;

(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

#### TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and specialized software, police radio, phone, typewriter, calculator, fax machine, copy machine. Police car, first aid equipment.

#### PHYSICAL DEMANDS:

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk (minimum 8 to approximately 19 miles daily); use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and climb or balance.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions.

The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually loud.

#### KEY RELATIONSHIPS:

The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the essential functions of this job, the employee will provide information to, collect information from, and solve problems with the public, fellow officers, the court, and other departments. Contact will be made in writing, by telephone, and/or in person.

Department Head (date) Supervisor (date) Employee (date)

**NOTICE:** The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Personnel Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

**DISCLAIMER:** Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such a position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the Director of Personnel or the City Manager.

