

**CITY OF CLARKSTON
POLICE OFFICER
POSITION DESCRIPTION**

TITLE: POLICE OFFICER

FLSA STATUS: Non-Exempt

DEPARTMENT: POLICE

CIVIL SERVICE: Non-Exempt

UNION: Clarkston Police Guild

GENERAL PURPOSE:

Under the general supervision of the Chief of Police or designee the Police Officer will perform duties of police work involving the protection of life and property, the enforcement of laws and ordinances, the prevention and investigation of crimes and the maintenance of order within a designated area. Duties will be performed on assigned shifts while in a patrol car, on a bicycle, on foot and in various public and private locations.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Police and the Operations Commander, and the immediate supervision of the shift Sergeant.

SUPERVISION EXERCISED:

None.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Respond to emergency and routine dispatched calls as directed.
- Patrol a designated area of the City on an assigned shift in a police vehicle, on a bicycle or on foot.
- Patrol business and residential districts occasionally on foot to provide an element of safety and obvious visibility.
- Be watchful for crimes occurring or of potential crimes in progress.
- Investigate complaints involving family disputes, incorrigible juveniles and mentally ill persons.
- Provide first aid for injuries, drug overdoses or attempted suicide.
- Stop traffic violators and take appropriate remedial action.
- Identify suspicious individuals and question their activities.
- Apprehend violators or offenders of the law.
- Tactfully diffuse verbal or physical abuse by some citizens.
- Search for lost or wanted persons.
- Direct traffic as necessary.
- Determine when a lawful search or arrest can or should be attempted; determine when physical force should be used on an individual, and the extent of such force as governed by department general orders.
- Develop knowledge about known offenders and correlate reported offenses.
- Recover lost or stolen property.

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- Prepare affidavits and search warrants.
- Interview witnesses and suspects.
- Use informants and other investigative aids.
- Appear in court to present evidence and to testify against persons accused of crimes.
- Write police and other related reports.
- Provide assistance and referrals for domestic violence cases, indigent persons and stranded individuals.
- Participate in training programs as required.
- Act under the direction of the police supervisor.

OTHER JOB FUNCTIONS:

- Perform related duties as assigned.

KNOWLEDGE OF:

- City of Clarkston ordinances and code; applicable federal and state laws; WAC rules; and, department General Orders.
- Modern police methods and procedures.
- Geography and street locations.
- Laws of arrest, and search and seizure, including the legal ramifications of action taken.
- Principles of crime and accident investigation.
- Basic techniques of crime prevention.
- Basic techniques of criminal investigation.
- Identification and preservation of evidence.
- First aid principles and applicable procedures.
- Organization and planning.

ABILITY TO:

- Use and care for various types of firearms and other less lethal and non-lethal weapons or devices.
- Operate a police vehicle and other police equipment in emergency situations.
- Deal with the public courteously, firmly and effectively.
- Establish and maintain cooperative and effective interpersonal relationships.
- Work as an individual or as a team to accomplish goals and objectives.
- Analyze dangerous situations rapidly and accurately, and adopt an appropriate course of action in handling them.
- Work and maintain control in sometimes stressful, hostile and hazardous situations.
- Enforce applicable laws and regulations.
- Prepare clear and concise reports.
- Act without direct supervision, independently exercising good judgment and discretion.
- Understand and carry out oral and written instructions.
- Communicate effectively both orally and in writing.
- Work in cooperation with the community consistent with the Clarkston Police Department and the City of Clarkston mission statements.
- Cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Maintain a high standard of physical fitness.

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TOOLS AND EQUIPMENT USED:

- Patrol Car and Equipment:
 - Emergency lights and sirens
 - Radar
 - MDC
 - Fire extinguisher
 - Camera
 - Entry tools
- Personal Gear and Weapons:
 - Uniforms
 - Body armor
 - Service weapon
 - Taser
 - Baton
 - Handcuffs
 - Pepper spray
- Technology and Communication:
 - Computers with Spillman software
 - Body worn cameras
 - In car and portable radios
- Evidence Collection:
 - BAC Draeger machine
 - Fingerprint collection and DNA collection materials
- Firearms and less lethal tools, including OC spray and Tasers
- Restraints

DESIRED MINIMUM QUALIFICATIONS:

Must be able to pass a Civil Service entrance examination successfully and meet the minimum medical and health standards adopted by the Civil Service Commission. Must be a United States citizen not less than 21 years of age at the time of examination and must be in good physical condition.

EDUCATION AND EXPERIENCE:

- Graduation from high school or GED equivalent.
- Ability to read and write the English language.

LICENSES AND OTHER REQUIREMENTS:

- Must have a valid Washington State driver's license by the date of hire.
- Must be able to pass the following:
 - Stringent personal background investigation;
 - Polygraph examination;
 - Psychological evaluation conducted by a psychologist; and,
 - Medical physical, including a drug-screening test.
- Must be able to pass a driving and criminal record free of any convictions that relate to your fitness and ability to perform the job of a police officer.
- Must be able to qualify for the ACCESS Certification and complete the Washington State Criminal Justice Basic Law Enforcement Training Course.

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- Must successfully complete the Clarkston Police Department Field Training Officer Program.

LATERAL ENTRY REQUIREMENTS:

In addition to those requirements already specified, a Lateral Entry Officer must also have satisfactorily completed the Basic Law Enforcement Training Academy of the Washington Criminal Justice Training Commission and have a minimum of one (1) year of on-duty police experience.

Lateral Entry Officers certified by Police Officer Standards and Training (POST) of states other than Washington may be eligible for lateral entry upon satisfactory completion of the WSCJTC Basic Equivalency Academy for previously certified officers. Must have a minimum of one (1) year of on-duty police experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the requirements of the duties of this job, the incumbent will primarily be driving a vehicle, walking, or sitting in an office. The incumbent will be responsible for taking individuals into custody, which may require a certain amount of physical contact, as well as confrontation, which may cause potential for physical injury.

The incumbent may sometimes perform duties requiring above average physical agility and conditioning.

The duties of a Police Officer sometimes involve a substantial element of personal danger.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those 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 of this job.

While performing the duties of Police Officer, the employee will regularly work outside in various weather conditions and will be exposed to wet and/or humid conditions, extreme hot and extreme cold conditions, fumes and other airborne particles, and vibration. The employee will occasionally work in high, precarious places and is occasionally exposed to toxic or caustic chemicals and to the risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

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.

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

Approved By: _____
Supervisor

Appointing Authority

I understand that this job description is illustrative only and does not contain a complete listing of every incidental duty.

Accepted By: _____
Employee Signature

Date:

