



CITY OF PACIFIC

JOB DESCRIPTION

Police Officer

Department: Police

Reports to: Lieutenant

DEFINITION: The fundamental reason for the existence of this classification is to enforce federal, state, and local laws and to respond to calls for the protection of life and property. This is a full-time, Fair Labor Standards Act overtime non-exempt position. Membership in the recognized collective bargaining unit (or lawful alternative) is required within 31 days of hire.

DISTINGUISHING CHARACTERISTICS: This is the journey-level classification in the professional police series requiring commissioned peace officer status. This classification is distinguished from Police Sergeant which provides general supervision for the Police Officer.

SUPERVISION EXERCISED AND RECEIVED: General supervision is provided by a Police Sergeant. Technical or functional supervision may be provided by higher level police personnel.

EXAMPLES OF DUTIES: The following duties are considered to be essential for this job classification:

- Patrol assigned area of the City in a car, on a bicycle, on foot, or using other methods of conveyance.
- Enforce local, State and Federal laws.
- Respond to calls related to the protection of life and property, traffic incidents, and other required emergencies.
- Prepare reports and logs of arrests made, activities performed, and unusual incidents observed.
- Conduct both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths.
- Make arrests.
- Use varying degrees of physical force to overcome physical resistance of resisting suspects and to protect themselves and others from injury.
- Pursue fleeing suspects on foot and in vehicles in accordance with policy.
- Interrogate suspects and interview victims, complainants and witnesses.
- Coordinate and conduct detailed investigations of violent crimes, child abuse, property crimes, vice, and narcotics violations.
- Testify and present evidence in court.

- Provide backup assistance for other officers and personnel.
- Collect, preserve, and maintain evidence, found property, and property for safekeeping.
- Assist and advise motorists and enforce traffic safety laws by issuing citations and warnings.
- Search, fingerprint, and transport prisoners.
- Respond to demonstrations, riots, hostage situations, barricaded subjects and other extremely hazardous situations.
- Maintain contact with the public regarding potential law enforcement problems and preserve good relationships with the public.
- Read, review, interpret, serve, and enforce various court orders and subpoenas.
- Prepare and serve search and arrest warrants.
- Observe, monitor, direct, and control routine and unusual traffic conditions.
- Check buildings for physical security.
- Administer first aid.

Additional Duties: In addition to the duties listed in the Essential Duties Section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Perform undercover and surveillance activities.
- Develop and maintain good relationships with informants and contacts which may be helpful in criminal investigations.
- Contact and cooperate with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Make presentations to citizens and groups.
- Assist in the performance of special investigative and crime prevention duties.
- May serve as Field Training Officer, supervising and training new personnel.
- Coordinate departmental training programs; prepare, submit, and administer grants; conduct specialized crime prevention programs.
- Seize assets through the preparation and service of asset seizure documentation.
- Provide training for department personnel in such areas as defensive tactics, use of firearms, defensive driving, crowd control, use of chemical agents, and other specialized functions.
- Collect, analyze, and disseminate criminal street gang information.
- Direct traffic at fires, special events and other emergency or congested situations.

QUALIFICATIONS:

Knowledge of: Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, police records and reports and first aid techniques; departmental rules, regulations, policies and procedures; criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies; rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases; principles and practices of modern supervision and training.

Ability to: Fluently read, write, speak, and understand the English language using proper grammar, spelling, and punctuations; accurately observe and remember faces, numbers, incidents, and places; demonstrate proficiency in the use and care of firearms; think and act quickly in emergencies, and

judge situations and people accurately; maintain a professional demeanor during stressful situations; use sound judgment and work with minimal supervision; learn, understand and interpret laws, rules, regulations, and policies; communicate clearly and concisely orally and in writing; prepare accurate and grammatically correct written reports; learn standard broadcasting procedures of a police radio system; demonstrate proficiency in the exercise of defensive tactics; handle an automobile safely in high speed and emergency situations; establish and maintain cooperative working relationships with those contacted in the course of work; understand and carry out oral and written directions;

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience – Any full or part-time employment experience of a length to demonstrate good work habits; Education – High School Diploma, GED, or equivalent; Age – Must be 21 years old and eligible to possess a firearm.

LICENSE OR CERTIFICATE: This job classification requires the use of a City vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicle safely and must possess a Washington State Driver's License or, have the ability to obtain one within 30 days of hiring. Police Officers must maintain a valid Washington State Driver's license throughout their employment. Applicants must possess or be able to obtain a Washington CJTC Basic Law Enforcement Academy Certificate.

WORKING CONDITIONS: Incumbents in this classification are required to work rotating shifts and assignments and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

- Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes.
- Make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm.
- Direct traffic which requires continuous and repetitive arm-hand movements.
- Use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects.
- Coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors.
- Bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes.
- Patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles.
- A patrol officer typically spends 8 - 12 hours per day driving a vehicle which requires the continuous support of lower back muscles.
- Climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet.
- Searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to

listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation.

- Move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances.
- Work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle or performing surveillance.
- Foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will.
- Crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

SUMMARY: Under limited supervision performs a variety of responsible coordination, administrative, and evidence support work involving complex procedural or specialized tasks. This position applies substantial independent judgment and discretion in making responsible decisions, resolving unusual problems, and interpreting extensive guidelines, regulations, and policies. Oversees the security of the departments' records and records management program, CPL licenses, Property/Evidence area, and dissemination of public records.

SCOPE: Manages the development, implementation, administration, maintenance and preservation of the department's records and information management program in accordance with established policy and legal requirements. Coordinates, plans, develops and implements the electronic records management component of the in-house records management system (Spillman), bodycams (AXON), property/evidence (Evidence OnQ), and other electronic systems; to include overseeing the security of the records system, the public disclosure process for the department, as well as oversees the CPL license process for the City, and maintaining the Property/Evidence processes and destruction/purging according to Washington State guidelines.

WORK ENVIRONMENT: Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift, and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contact and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff and requires strong communications skills. There may be some field-work in regards to Property/Evidence skills if the Lieutenant and/or Chief request it.

ESSENTIAL FUNCTIONS:

- Serves as ACCESS TAC for the department.
- Process case reports using Spillman Workflow.
- Process Firearm Transfer Applications.
- Maintain accurate monthly NIBRS reporting.
- Maintain accurate WACIC/NCIC entries (warrants, restraining orders, stolen items).
- Coordinate with the courts for subpoenas, warrant recalls, and protection order recalls.
- Responds to requests to outside agencies for record information.
- Serves as Public Records Officer for department and processes public records requests.
- Serves as Property/Evidence Officer, and is responsible for all operations of the Property

Room.

- Receives, processes, and releases a variety of evidentiary property, following state/federal guidelines and strict chain of custody accounting.
- Records destruction/disposition, including property/evidence records.
- General office duties – customer service, phones, mail, fax, deliveries, supply orders, emails, etc.
- Serves as account administrator for services such as SECTOR, DAPS, LInX, GOVQA, SAWS, JABS, etc.
- Liaison with IT staff to troubleshoot issues.
- Liaison with Valley Comm to troubleshoot issues.
- Trains & instructs Records Specialist II, police officers, Sergeants, Lieutenant and Chief in Records Management system usage (Spillman), Evidence OnQ and AXON, GovQA, etc.
- Continually works with department personnel to develop streamlined procedures.
- Edits reports for completeness, spelling, and specific procedural accuracy.
- Resolves Records & Property/Evidence operation problems encountered by department employees.
- Performs detailed work assignments in Records & Property/Evidence.
- Assists in identifying Records & Property/Evidence equipment needs and researches costs as outlined in purchasing guidelines.
- Coordinates with the Lieutenant to develop and administer the department's record and information management policies; proposes changes as needed to reflect changing technology and City systems.
- Coordinates with the Lieutenant the maintenance of files, purging and destruction of records.
- Prepares documents requiring knowledge of regulatory requirements, content of documents and processing requirements.
- Responsible for ensuring the integrity of record information for the department.
- Assists in the triannual State audit and verifies a wide variety of records and data.
- Maintains records management system in compliance with Washington State Archives law.
- Serves as the departments Public Records Officer.
- Researches, reviews, edits and approves/denies records released to the public, attorneys, other law enforcement agencies, or in response to subpoenas per Washington State RCW's and department policy.
- Coordinates and oversees the inventory and storage of archived records; prepares records for transfer to inactive storage; maintains transfer documentation and indexes; retrieves records when requested; prepared and arranges disposition documentation.
- Acts as a liaison between Washington State Archives authority and Pacific Police Department.
- Testifies in court to support a chain of evidence.
- Coordinates arrest and disposition information with the Courts.
- Prepares and submits in-custody filing paperwork to the Courts.
- Coordinates with the Lieutenant in setting divisional goals.
- Assists in answering business phones for the department.
- Provide information and assistance to the public, regarding the policies, procedures, and purposes of City and departmental guidelines and regulations.

- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Performs fingerprinting duties for CPL applications; processes CPL licenses.
- Process firearm applications.
- Performs criminal background checks.
- Other duties as assigned.

OTHER FUNCTIONS: These functions are representative. Management reserves the right to add, modify, change or rescind related duties and work assignments.

- Ability and knowledge to perform administrative and technical duties in different computer software programs (Spillman, CAD, SECTOR, JABS, GOVQA, AXON).
- Develop, implement and modify clerical and informational systems and procedures to improve operations and insure compliance with new and existing laws.
- Demonstrates a continuous effort to improve operation, decrease turn-around times, streamline work processes, and work cooperatively to provide quality seamless service.
- Must have the ability to learn, retain, and apply a variety of State, Local, and Federal regulations that pertain to records retention, information dispensation and Freedom of Information Act, in order to maintain and protect the confidentiality of records and police information.

QUALIFICATIONS:

Education & Training:

BA/BS degree with specialization in Public, Business Administration, Sociology, Psychology, or a related field; OR, AA/AS degree from a community college and three (3) years of related professional experience; OR, graduation from high-school and five (5) years of related professional experience, preferably in a legal or police department setting; OR, any equivalent combination of education and experience which would provide the desired knowledge, abilities and skills

Licensing & Certification:

Pass a background investigation, to include a polygraph test; possess or be able to obtain ACCESS Level 2 Certification with-in 6-months of hire; and possess or be able to possess a valid Washington State driver's license with-in 6-months of hire.

Knowledge, Skills, & Abilities:

- Knowledge of business communications.
- Knowledge of standard office practices, procedures and equipment.
- Knowledge of basic methods and techniques of customer service.
- Knowledge of special software, as needed.
- Knowledge with laws, rules, regulations and procedures related to public disclosure and criminal records privacy.
- Knowledge of supervisory principles, practices and techniques.
- Knowledge of department policies, City, State and Federal laws applicable to law enforcement, police administrative services, public disclosure, lost/found/unclaimed/properties, property & evidence state laws, and confidentiality.
- Ability to communicate effectively, both orally and in writing.

- Ability to perform a variety of clerical work requiring some exercise of judgement.
- Ability to maintain records and to prepare complex reports.
- Ability to make basic arithmetic computations.
- Ability to operate a variety of office equipment, including computers and other electronic equipment; ability to type at least 55 words per minute.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Maintain accurate records, reports and files.
- Interpret and follow oral and written instructions with attentiveness to detail.
- Ability to work in a fast paced environment with frequent interruptions.
- Correct English usage, spelling, grammar, punctuation, and sentence structure.
- Plan, organize and schedule work assignments to meet deadlines.
- Ability to apply independent judgement, discretion in making responsible decisions and resolving unusual problems.
- Ability to research and analyze complex information.
- Ability to audit detailed records for accuracy.
- Ability to handle emotional & sensitive case files, which may include photographs/video.
- Ability to quality control the work of sworn and non-sworn personnel.
- Ability to correctly interpret and apply City policies and procedures.

This job description describes the principal duties of this position, the general level of knowledge, and skill required, and the general scope of responsibility. It should not be considered an all-inclusive listing of duties, responsibilities, or qualification requirements.

The City of Pacific is an Equal Opportunity Employer.

Approved by:

_____ Dated: _____
Vic Kave, Mayor