

City of Poulsbo Position Description	
Position Title: Police Officer	Reports To: Police Sergeant
Department/Section: Police	Date: February 2015
Salary Schedule: Established by Collective Bargaining Agreement	FLSA: Non- Exempt

General Scope of Work:

Performs police patrol, investigation, traffic regulation, and related law enforcement activities. Ensures public compliance and proper enforcement of federal, state and local laws. Provides protection, security and emergency aid to the citizens of Poulsbo.

All assignments in this class involve responsibility for recognizing the social importance of police functions, for tactful and courteous treatment of the public and for conscientious and efficient performance of duties under direct supervision. Police Officers are assigned to perform general law enforcement functions and specialty duties which are delegated by superior officers. All work will be reviewed and evaluated to ensure effective police services are being provided to the community.

Essential Duties:

GENERAL

- Officers are assigned to rotating shifts where they perform general law enforcement functions including patrolling of the community, traffic enforcement, response to 911 calls, proactive enforcement, investigation of crimes, application of federal, state and local laws, arrest, transports, and first aid when necessary.
- Officers are required to use training, law enforcement knowledge, sound judgment, and ethical and moral values when deciding on a course of action in difficult or emergency situations that may arise during the course of duty.
- Officers work closely with other members of the Department, City Staff, other public service agencies, and organizations to meet the goals and mission of the Department.

COMMUNICATION

- Write clear, concise and accurate reports and complete lengthy written reports and forms in a timely manner.
- Maintain normal availability by radio and phone.
- Use various communication devices including a two-way radio, cell phone, or computer.
- Testify in court.
- Prepare and maintain activity logs documenting work productivity or special activities.

COMMUNITY ORIENTED POLICING

- Work closely with community members in the prevention of crime and to improve quality of life issues.
- Coordinate and track Community Oriented Policing and Problem Solving projects as assigned.
- Establish relationships with community members to promote positive interactions.
- Assist with community organizations and events that promote positive community benefits.

CRIMINAL INVESTIGATIONS

- Respond to 911 calls and conducts proactive patrols to prevent criminal activity.
- Investigate potential crime issues, interviews suspects, victims and witnesses.
- Document all criminal activity on the appropriate report forms, forward reports to the Prosecutor for charging when necessary
- As necessary and appropriate, affects physical arrests.

TRAFFIC INVESTIGATIONS

- Conducts routine traffic enforcement to promote safety on the roads.
- Enforces State and Local traffic laws.
- Seeks to remove impaired drivers from the roadways through general and DUI emphasis patrols.
- Investigates traffic collisions when required by Washington State requirements.

Qualifications/Requirements:

Knowledge of:

- Modern police operations and practices.
- Legal rights of citizens.
- Federal, State, and local laws and ordinances, the U.S. Constitution, and civil laws pertinent to the duties of a police officer.
- Criminal law, laws of arrest, rules of evidence, search and seizure laws, interviewing and interrogation techniques and related legal basis of police activities.
- Department rules, regulations, policies and procedures; laws, ordinances, and regulations that affect police operations of the Department, including City personnel rules and procedures.
- Modern office methods and procedures.

Skill in:

- Problem analysis and resolution.
- Community oriented policing methods and practices.
- Effective communication.
- Public relations, community speaking, public presentations, and interaction with the public.
- Fair application of the laws, rules, and regulations.

Ability to:

- Operate standard office equipment, including computers, assigned weapons, and various police equipment.
- Perform duties and maintain personal conduct (on and off duty), attitude, and appearance that conform to policies and procedures of the agency.
- Work independently and make critical decisions with minimal supervision.
- Encourage the flow of ideas and cooperative resolution of problems.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions; including assuming responsibility and control in situations that require prompt action.
- Interact with others in a way that shows concern for the individual and sensitivity to personal differences and feelings.
- Read, understand and interpret official legal documents and forms as required.
- Ability to effectively communicate orally, including the ability to speak with persons who are in physical and/or emotional distress.
- Ability to effectively communicate in writing.
- Ability to follow verbal and written instructions.
- Exercise judgment and discretion in analyzing and resolving problems.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to learn the City's geography.

Physical Demands and Work Environment:

- The employee primarily drives a vehicle, walks or rides a bicycle when assigned. There is considerable walking, bending, stooping, reaching, and at times, running.
- Since the employee takes physical custody of persons, there is a certain amount of physical contact and confrontation.
- The employee is exposed to all weather conditions, and other outside environmental conditions.
- The employee rotates in a 24 hour shift schedule.
- The work requires good physical condition.

Entry Level/ Entry Level Certified Officer Candidates - Minimum Qualifications:

Special Requirements:

- Must be 21 years or older at the time of employment.
- Citizen of the United States.
- Must possess, or be able to obtain by time of hire, a valid Washington State driver's license without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal history involving immoral character issues such as theft, dishonesty, or history of regular usage of illegal or illicit drugs.
- Must be able to read and write the English language.
- Must successfully complete written, oral, physical agility, psychological and polygraph tests.
- Able to pass a medical exam and drug screening by a licensed physician to ensure that

no physical, emotional, sensory or mental conditions exist which could preclude individuals from performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Possession of or ability to obtain a Basic Law Enforcement Certification issued by the State of Washington Criminal Justice Training Commission (CJTC). Out of state candidates, who have previously certified in another state, must pass the CJTC equivalency examination.
- Satisfactorily complete field training in which methods, procedures and techniques of law enforcement work unique to the Poulsbo Police Department are presented.

Education and Experience:

- High School diploma or GED equivalent required.
- Two-years of college level training in police science, law enforcement, criminal justice administration, public administration, or a related field preferred but not required.

Lateral Entry Officer Candidates - Minimum Qualifications:

In addition to the minimum qualifications listed for entry level/entry level certified officer candidates, the following minimum qualifications apply to lateral entry officer candidates:

- Must meet the lateral entry eligibility requirements according to the rules and regulations established by the Washington State Criminal Justice Training Commission (CJTC).
- Out of state candidates must pass the CJTC equivalency examination.