

JOB DESCRIPTION
CITY OF MOUNT VERNON

Job Title: Police Officer
Department: Police Department
Classification: Non-exempt, 40 hours, Civil Service
Union: Police Guild, Commissioned
Date: July 2, 2014

DEFINITION

In most cases, a uniformed peace officer performing work involving the protection of life and property, the enforcement of laws and ordinances, the maintenance of order, the investigation of crimes and the reduction of crimes. Peace officers provide services and education to the public and perform other related work as required. The work is performed in accordance with accepted, contemporary policing practices and departmental regulations.

This position requires consistent attention and commitment to the Department's Vision and Mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The Police Officer must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the Department or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistent with the Department's Vision, Mission, goals and objectives.

EQUIPMENT/JOB LOCATION

Work conditions may vary by shift and assignment. The majority of tasks are performed outdoors while working from a police vehicle. If assigned primarily to investigative follow-ups, the work will involve outdoor as well as indoor tasks. This position includes rotating shift schedules and may require work on holidays. Exposure to human bodily fluids and other potentially infectious and hazardous materials is possible. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Physical flexibility is important because of the need to enter and exit vehicles frequently, search buildings, climb over and around obstacles, and suddenly move out of the way of danger. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle clues of impending danger or to discover inconsistencies in witness or suspect statements. Physical and mental demands may change dramatically within seconds and task the maximum of human endurance. Therefore, police officers must maintain a physical and mental state of fitness and readiness that will enable them to

handle recurrent contacts and involvement with dangerous people, animals, and equipment. Exposure to violent human behavior is likely. Frequent use of motor vehicles and firearms is to be expected.

ESSENTIAL FUNCTIONS

Major duties involve responding to calls for service, patrolling in a directed manner, to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, and protecting persons and property. When not responding to priority calls for service or otherwise directed by a supervisor, the police officer is expected to use self-directed work time in an efficient manner by self-initiating work on neighborhood problems and seeking solutions consistent with the Department Mission. The qualified police officer may be required to temporarily assume the duties, activities, and tasks of a Sergeant, as necessary.

A. Supervision

The Police Officer receives direct supervision for a Sergeant, or in the absence of a Sergeant, from an officer of equal or higher authority. In no case must an officer report to more than one supervisor at a time. This position receives written semi-annual performance appraisals against written performance standards.

ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Patrols a designated area of the City in a police patrol vehicle and/or on foot to deter and discover crime; does on-the-scene investigations at crime scenes; aids persons in trouble; and renders appropriate public services as needed.
2. Patrols a designated area, observes hazardous conditions and makes recommendations for improvements to proper authorities.
3. Patrols a designated area in a patrol car or on a motorcycle to enforce traffic and parking ordinances and investigate traffic accidents; operates a radar unit to discover speed violations; routinely checks vehicle identification against current list of stolen vehicles and identification of violator drivers against list of outstanding warrants. Provides traffic control assistance as necessary.
4. Issues citations to violators of City Ordinances; serves warrants of arrest; arrests persons on misdemeanor and felony charges; handcuffs and searches arrested persons and secures their custody; completes necessary reports concerning the alleged crime, circumstances of arrest and available evidence and witnesses.
5. Responds to reports of possible crime and takes action, as situation requires, to secure the scene; interviews victims and witnesses; gathers evidence and arrests suspects; completes Incident and Arrest Reports; investigates persons suspected of being engaged in crime;

- ascertains and secures evidence pertaining to alleged crime; and arrests suspects for probable cause.
6. Reports to scene of automobile accidents; administers emergency first aid and summons aid cars and other patrol units for assistance in treating the injured and controlling the scene; interviews principals and witnesses; makes general drawings of accident scenes, notes details, and completes a standard Accident Report; issues citations or makes arrests as situation warrants.
 7. Investigates and assists drivers in stalled vehicles, and pedestrians who appear to be hurt or in trouble; interviews persons with complaints or inquires, gives information on law and ordinances and attempts to resolve the problem or to direct them to proper authorities.
 8. Investigates family disputes, reports of maltreatment of children, and complaints about mentally ill persons; may take principals into custody or turn them over or refer them to appropriate agencies such as juvenile and medical authorities; preserves the peace during conflicts between individuals and groups, and answers citizen complaints.
 9. Performs guard duty at hospitals and in court; transfers prisoners to and from jail.
 10. Does thorough investigations of reported crimes, including collecting and reserving evidence; interviews victims and witnesses; locates, arrests, and interviews suspects; arranges line-ups for victim and witness identification; gathers evidence and conducts necessary searches; develops information pertinent to the investigation and follows that information to a conclusion; prepares case file detailing all aspects of an investigation; obtains and executes search warrants when directed, and presents to Detective Division for filing with Prosecuting Attorney.
 11. Develops street contacts to obtain information about crime; maintains contact with paroled criminals and suspects at large; does undercover and decoy work; checks known and possible stolen property outlets such as pawnshops and junkyards.
 12. Testifies in court and serves all proper court documents. Serves as Court Officer, if necessary.
 13. Attends training sessions, as necessary.
 14. May perform all specialized duties, depending upon individual officer's background and abilities and the needs of the Department.
 15. Responds to such complaints as bomb threats and takes appropriate action, including searching for hazardous material.
 16. Represents the Department in public as public speaker when assigned to do so.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge and understanding of the problems and attitudes of people of all ethnic groups in relation to law enforcement agencies.

2. Ability to adapt to shift work.
3. Ability to analyze the situations quickly and objectively, recognizing actual and potential dangers, and to determine a proper course of action.
4. Ability to write clear incident reports, organizing details logically.
5. Ability to read, understand, and interpret laws, ordinances, rules, and regulations.
6. Ability to learn quickly applicable Federal and State Laws and City Ordinances, and established principles, practices, policies, and procedures of police work.
7. Ability to cope with situations firmly, tactfully, and with respect for individual rights.
8. Ability to speak well and express oneself clearly.
9. Ability to communicate effectively with a diversity of people, including those with social and behavioral problems.
10. Ability to establish and maintain effective relations with fellow employees and with citizens from all racial, ethnic, and economic backgrounds.
11. Ability to develop skills in the use and care of a variety of firearms.
12. Ability to perform strenuous physical tasks, such as pursuing fleeing suspects on foot and arresting suspects who resist.
13. Ability to learn and use investigative techniques and procedures.
14. Ability to observe and remember details.
15. Ability to complete satisfactorily the prescribed courses in training at the Police Academy.
16. Good driving ability.

QUALIFICATIONS

1. Minimum of 21 years of age
2. Minimum of high school diploma or GED
3. Minimum of 90 quarter hours (60 semester) at an accredited college or university
4. U.S. Citizen
5. Valid Washington State Driver's License
6. Must be able to successfully pass the following:
 - a. Written Civil Service Examination
 - b. Oral Civil Service Examination
 - c. Physical Fitness Examination

- d. Background Investigation
- e. Polygraph Examination
- f. Psychological Examination
- g. Medical Examination

REMOVAL

Removal can be with or without fault of the officer or the Department. Economic conditions that cause reduction or restructuring in work force, the officer's inability to attend regularly to work, chronic absence, or a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for removal without fault. Failure to support the Department's Vision and Mission, uphold the Oath of Office, behave in a manner that supports the Department's Canons and Code of Ethics, continually comply with preconditions for original employment or promotion, display due regard for the civil liberties of any persons, or accrue atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.