

**CITY OF SELAH**  
**POLICE OFFICER**



*This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job*

**Department:** Police

**Classifications:** Permanent; Full Time; Union; Non-Exempt

**Benefits:** Position receives full benefits

**Summary of Position**

Under the general supervision of a Sergeant, Police Officers are sworn, general authority law enforcement officers who perform a wide variety of public safety and community care-taking duties including; preserving the peace, protecting life and property, enforcing laws and ordinances, deterring and preventing crime, investigating criminal activity and providing public safety education.

**Supervision and Direction to be Received**

Receives direction from the Police Sergeant.

**Essential Job Functions:**

Essential responsibilities and duties may include, but are not limited to, the following:

1. Enforces laws and ordinances and complies with guidelines established by applicable laws, regulations, directives and superiors.
2. Maintains current knowledge of circumstances, trends, practices, laws and legal decisions affecting the law enforcement profession and his or her area of responsibility; familiarizes self with current information relating to department operations and administration.
3. Patrols assigned areas in a police vehicle, by bicycle or on foot; responds to requests for police service; identifies conditions which present a hazard to public safety; observes and investigates suspicious persons, circumstances and activities; deters, detects and investigates crimes; identifies and apprehends criminals and traffic offenders; facilitates the flow of vehicular and pedestrian traffic; investigates traffic collisions; provides other assistance to the public consistent with the goals and objectives of the department.
4. Protects crime and accident scenes; identifies, documents, collects and safeguards evidence and stolen property; aids the injured; locates and interviews witnesses; interrogates, arrests and confines offenders; recommends measures to prevent victimization.
5. Investigates assigned cases; locates and interviews victims, suspects and witnesses; collects and submits evidence for analysis; prepares detailed investigative reports and submits case for prosecution.
6. Prepares comprehensive, factual investigative reports for use by other officers, agencies and court officers; provides factual, unbiased testimony in court; maintains confidentiality of information obtained in the course of his or her duties.

7. Operates a variety of equipment including two-way radios, traffic radars, cameras, computer terminals, word processor, current blood-alcohol measuring device and emergency vehicle equipment; carries and maintains proficiency with chemical agents, restraint devices, impact weapon(s) and firearms.
8. Establishes and maintains effective communications and working relationships with superiors, co-workers, other law enforcement officers and the public; cooperates with representatives of related public, private, federal, state and local service agencies; cooperates with representatives of the news media to the extent allowed by applicable laws and department directives.
9. Maintains personal discipline and complies with all applicable laws, policies, regulations, procedures and sound police practices; promotes discipline among co-workers.
10. Adheres to and actively promotes the goals, values and objectives of the department with citizens and co-workers; promotes a positive, constructive work atmosphere; maintains harmonious working relations with superiors and co-workers; supports organizational change.
11. Attends training; participates in specialized units and assignments; provides training to other department employees, volunteers and citizens.
12. Possess ability to recognize, understand and apply the statutory and judicial limitations of police authority, and the rights of all persons under the Constitution of the United States and the State of Washington.
13. Possess ability to learn and apply modern police methods and techniques, State, Federal and City laws and ordinances, and City and Department policies and procedures.
14. Possess knowledge of statutory and case law and has the ability to explain and apply complex laws, rules, policies, procedures and regulations; ability to obtain information through interview, interrogation and observation.
15. Possess ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations firmly, courteously and tactfully.
16. Possess the ability to communicate clearly and effectively, both verbally and in writing with other employees and members of the public representing diverse education and background.
17. Possess ability to confront and affect the apprehension of offenders by means of command presence, voice control and physical force, up to and including deadly force.
18. Demonstrate the knowledge of and adherence to a high standard of personal and professional ethics, as set forth in the department Code of Ethics.
19. Possess tact, diplomacy, and ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions and beliefs.
20. The Senior Officer assumes the duties of a Sergeant in their absence. While acting as the officer in charge, the Officer will assume the role as watch commander, having overall authority and responsibility of the department. Subject at all times to the orders of the Chief of Police.
21. The senior Officer shall maintain the discipline and efficiency of each division and is accountable for the general moral of their subordinates.
22. Personnel who have attained Master Patrol Officer status must not receive a below average performance evaluation or is subject to reclassification to a lesser classification at the discretion of the Chief of Police.
23. Works uniform patrol performing all duties described, command of field operations and investigations.

### **Peripheral Duties**

- Other jobs as assigned.

### **Necessary Knowledge, Skills and Abilities**

- Possess considerable knowledge of modern police methods and techniques, State, Federal, and City laws and ordinances, and City and Department Policies and procedures

- Ability to work in a variety of settings, including both office and field work.
- Possess knowledge of statutory and case law and has the ability to explain and apply laws, rules, policies, procedures and regulations
- Evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience.
- Be innovative and flexible in approach to duties
- Possess ability to readily adapt to changing community and department needs.
- Possess tact, diplomacy, and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

### **Special Requirements**

- Must be a citizen of the United States
- Must be able to read and write the English language
- Must be in good health and good moral character.
- Must pass a written examination, physical ability/performance test, pre-selection interview, polygraph, psychological and medical examinations drug screening, and a comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.
- Applicants must possess normal color vision, and visual acuity of not less than 20/100 in each eye, corrected to 20/20 in the better eye and 20/30 in the lesser eye.

### **Qualifications**

Education, Experience, and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

- High school diploma or equivalent.

#### **Experience**

- Successfully complete the Washington State Criminal Justice basic law enforcement academy or its equivalent that is accepted by the State of Washington. Officers are required to complete each phase of classifications (Probation, third-class, second-class, first-class, required classes for Master Patrol Officer status) prior to advancement. See, current collective bargaining agreement.
- For an officer to advance to the Master Patrol Officer status, certain classes are required: Field Training Officer school, Instructor Development, Crime Scene, and Interview and Interrogation.

#### **Training Guidelines:**

- Training for this position shall be determined by the department's training coordinator.

### **WORKING CONDITIONS**

Reasonable accommodations are available and will be granted due to documented disabilities that, absent such accommodations, would impede an applicant's or employee's performance.

#### **Environmental Conditions:**

Rotating shift assignments, night hours, exposure to inclement weather, call-back on short notice, and working weekends and holidays; stress associated with the necessity to make decisions affecting personal safety and the safety of the public with little or no reflection or consultation; overtime work caused by incidents in progress or the necessity to meet critical deadlines; life threatening situations requiring the use of deadly force; exposure to all

of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement officer.

**Physical Conditions:**

The physical demands of persons in law enforcement are demanding. Member of the Selah Police Department should keep themselves in good physical condition to meet these demands.

In order to perform the essential functions of this position the employee must possess physical strength and ability to perform intermittent strenuous work for extended periods of time under extremely dangerous and uncomfortable conditions, while wearing protective gear. Physical stamina and agility sufficient to perform physical activities such as, but not limited to, running, scaling walls / fences, shooting a variety of firearms, pursuit driving, extended periods of vehicle patrol, and sustain these activities for the duration in both emergency and non-emergency situations without interruption. Must possess the ability sufficient to communicate with officers, supervisors, and dispatch through the use of portable radio and be able to communicate effectively with both verbal a written communication.

I have read and understand this class description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date