

City of Quincy

Entry and Lateral Level Police Officer

Job Description

Position Overview

The position of this class is responsible for performing law enforcement, crime prevention, and investigation work. Primary responsibility is for the protection of life and property through enforcing statutes and laws. Duties normally consist of patrol and traffic activities in the city on an assigned shift in a patrol car or on foot. However, employees may be assigned special functions requiring prior law enforcement experience and may assume the supervisory duties of a higher level classification for training purposes. Work involves an element of personal danger, and employees must exercise individual judgment and discretion in meeting emergencies and enforcing ordinances and laws. Assignments may include conducting pre and post arrest investigations of crimes, crime scene photography, in-depth traffic investigations, and crime prevention activities. New Entry Level hires will be required to successfully complete an 18-month probationary period, prior to permanent appointment and successful completion of Washington Basic Law Enforcement Academy. New Lateral Level hires will be required to successfully complete an 18-month probationary period, prior to permanent appointment. During probation, new officers are expected to apply formal classroom and on the job training experience to actual work situations. Training consists of formal classroom course work at the police academy and field training under the direction of an experienced officer or shift commander. As experience and training is gained, the degree of direct supervision decreases. Assignments and general or special instruction are received from a superior officer who reviews work occasionally while it is being performed or through records, personal inspection and discussion.

Essential Duties and Responsibilities

- Patrol areas of the city in a police car, a bicycle, or on foot, to deter and discover crime and enforce traffic and criminal codes; does on the scene investigation of incidents, aids persons in trouble, and renders other public services as needed.
- Issues citation/infractions to violators of city ordinances and state statutes; serves warrants of arrest; arrests persons on misdemeanors and felony charges; handcuffs and searches arrested persons and secures their custody; completes necessary reports concerning the alleged crimes, the circumstances of arrest, evidence obtained, and the names of witnesses, victims and complainants.
- Responds to reports of possible crime and takes initial action as situation requires to secure the scene; administers emergency first aid; interviews available victims and witnesses; gathers evidence and arrests suspects; completes incident and arrest reports.
- 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 laws and ordinances; attempts to resolve the problem or to direct them to proper authorities.
- Conducts criminal investigations involving misdemeanor and felony crimes; gathers and preserves evidence; interviews witnesses and complainants; arrests suspects for probable

cause; prepares reports; testifies in court on arrests; cultivates informants, determines their reliability and follows up on leads; seeks additional assistance in difficult incidences.

- Takes photographs of evidence or crime scene; makes molds and impressions of prints; gathers, marks, identifies, and preserves evidence.
- Trains new employees in the geographical and cultural characteristics of the city and the general methods to use in various situation.
- Performs specialized duties depending on the needs of the department and the individual officer's background and abilities.
- Works with the public in a helpful and courteous manner.
- Performs other work as assigned.
- 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.

Physical Demands

- Endurance/Moving About: Frequently (1/3 to 2/3 of the time). Move from location to location.
- Endurance/Overall strength: Heavy work. Exerts force and/or lifts or carries objects weighing up to 100 pounds occasionally.
- Walking Occasionally (up to 1/3 of the time). Move about on foot.
- Sitting Constantly (2/3 or more of the time).
- Lifting/Carrying: Periodic. Does not occur on every shift. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry transport and object, usually holding it in the hands or arms, or on the shoulder.
- Pushing/Pulling: Periodic. Does not occur on every shift. Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions); and/or pull by exerting force on an object so that it moves toward the force or worker (including jerking).
- Controls: Frequently (1/3 to 2/3 of the time). Use one or both arms and/or hands and/or one or either feet or legs to move controls on machinery or equipment.
- Climbing: Periodic. Does not occur on every shift. Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and/or hands and arms.
- Balancing: Periodic. Does not occur on every shift. Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- Bending/Stooping: Periodic. Does not occur on every shift. Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.
- Kneeling/Crouching: Periodic. Does not occur on every shift. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.
- Crawling: Periodic. Doe not occur on every shift. Move about on the hands and knees or hands and feet.
- Reaching Constant1y (2/3 or more of the time). Extend hands and arms in any direction.

- Handling Occasionally (up to 1/3 of the time). Seize, hold, grasp, turn or otherwise work with the hand or hands.
- Rotation: Frequently (1/3 to 2/3 of the time). Twist and turn the spine or a ball and socket joint such as the shoulder or hip.
- Talking Constantly (2/3 or more of the time). Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly or quickly.
- Hearing: Constantly (2/3 or more of the time) Perceive the nature of sounds by the ear.
- Seeing: Constantly (2/3 or more of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects.

Specialized Demands

- Driving Constantly (2/3 or more of the time). A current, valid and properly classed driver's license is required; driving record must for a period of three years immediately preceding employment or and date during employment thereafter, be free of any violation for 1) reckless driving 2) hit and run. 3) Driving under the influence of alcohol or drugs or 4) more than one moving violation of any other type. Operate motor vehicle as a car, van or truck in the course of one's employment.
- Keyboards: Frequently (1/3 to 2/3 of the time) Enter data on keyboards (typewriter, computer, ten key, or customized keypads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.
- Video Display Terminals: Frequently (1/3 to 2/3 of the time) Read, enter, change or obtain information from a monochrome or color video display terminal (computer).

Tools and Equipment Used

Police vehicle, police radio, handgun and other weapons as required, personal computer including word processing, database, and spreadsheet software, 10-key calculator

Environmental Conditions

- Location: Both inside and outside. Work is approximately equal in time spent inside (where there is protection from weather, but not necessarily from temperature changes) and outside (where there may be no effective protection from weather).
- Stair/Steps: Occasionally (up to 1/3 of the time). Ascend or descend stairs, steps or similar uneven surfaces to access any required work area or there are related to functioning in the workplace.
- Extreme Cold: Periodic. Does not occur on every shift. Endure temperature/s sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
- Extreme Heat: Periodic. Does not occur on every shift. Endure temperature/a sufficiently high to cause marked bodily discomfort unless exceptional protection is used.
- Wet Conditions: Periodic. Does not occur on every shift. Endure contact with water or other liquids.

- Noise/Vibration: Periodic. Does not occur on every shift. Occasionally endure noises, either constant or intermittent, or work sites.
- Unique Hazards: Periodic. Does not occur on every shift. Endure situations in which there is reasonably anticipated potential for exposure to blood and/or other potentially infectious materials otherwise known as "bloodborne pathogens". These pathogens include but are not limited to hepatitis B virus (HBV) and human immune deficiency virus (HIV).

Qualifications Required:

U.S. Citizen, age 21, valid Washington State driver's license, High School Graduate or GED. Lateral requires WA State Basic Police Academy, currently employed full-time as a police officer with a minimum of 24 months or 2 years continuous full-time law enforcement experience as of the date of application. A person whom has left active duty may still be considered if they meet the 24 month experience and academy requirement and have not been separated from duty for more than 6 months as of date of application.

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