

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Police Support Officer **JOB CLASSIFICATION:** N/A
DEPARTMENT: Police **REPORTS TO:** Community Outreach Sergeant
SALARY GRADE: 13 **FLSA EXEMPT:** No
REPRESENTATION: AFSCME **Approvals: CM:** *RAP* date: 9-12-2014
Approvals: HR: *JR* date: 9-12-17

GENERAL DESCRIPTION:

Perform support services for the Mill Creek Police Department in the areas of animal control, parking enforcement, directing traffic, transporting prisoners, crime prevention and other activities within the department. Position is a "specially commissioned Washington peace officer" as defined in RCW 10.93.020(5).

ESSENTIAL JOB FUNCTIONS:

1. Perform corrections/transport officer duties; conduct body/clothes searches of offenders and their property for prohibited items; transport or assist with transport of prisoners to detention or correction facilities, or to and from court, hospitals, etc. Perform administrative booking of offenders.
2. Respond, investigate and/or enforce specific and assigned sections of the Mill Creek Municipal Code (MCMC) requiring a commissioned officer.
3. Enforce animal control related ordinances and Washington State laws; investigate animal cruelty and related crimes, aggressive animal bites and animal noise disturbances; handle calls; advise residents and other officers on animal issues. Capture and/or transport domestic and wild animals as necessary to enforce animal control ordinance; remove injured and dead animals from roadways.
4. Direct traffic on public roads. Assist the public by opening locked vehicles, use a police vehicle to push disabled vehicles and performing jump start of vehicles.
5. Participate in community outreach events.
6. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills/Knowledge:

- Laws, codes, statutes, regulations and policies and procedures applicable to the position.
- Safe driving techniques.
- General law enforcement practices and procedures.
- Record keeping and report writing, using effective verbal and non-verbal communication.
- Human relations, security, emergency and safety policies and procedures.
- Methods, equipment and materials used in animal care, control and shelters.
- Health and safety regulations and procedures with regard to contagious diseases and basic first aid procedures.

- Operation of computers and other office equipment.
- Common software applications including MS Office and police related applications.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Maintain confidentiality/security of investigative information in accordance with policy and public disclosure law.
- Be trained in techniques of self-defense (taser, baton and pepper spray training), detection of weapons, restraint application, escape, and radio communication and emergency procedures.
- Take control of a volatile situation and defend the public against physical attacks from animals.
- Obtain facts of a case and interview and interrogate effectively.
- Greet the public, provide information within scope of authority or refer to appropriate staff.
- Plan/organize work assignments, work under pressure and be flexible in responding to changing priorities.
- Work independently, prioritize work and meet deadlines.
- Read, understand and apply state and municipal statutes and other written communications and have satisfactory writing ability to draft reports, citations and memoranda. Adapt to changes in regulations, policies and laws, and maintain proficiency in required training to adequately perform the duties of the position.
- Exercise sound, reasonable judgment and appropriate discretion.
- Function effectively as part of a work team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:

- 21 years of age or older at time of appointment.
- Must pass a criminal background investigation (including fingerprinting), polygraph and psychological exams.
- Must meet the medical certification and physical ability testing requirements for acceptance to the Washington State Criminal Justice Training Commission Corrections Officer Academy.
- Employee is required to have/get Hepatitis B and rabies vaccinations upon hire.

Experience and Education / Training:

- High school diploma or GED.
- Completion of the Washington State Animal Control Academy and an approved Basic Correction Officers Academy within 6 months of hire.
- Must possess a certificate of completion of Basic Crime Prevention from the Washington State Criminal Justice Training Commission or the ability to successfully complete the course within one year of hire date.

Licenses/Certifications:

- Possess a valid Washington State driver's license and an insurable driving record.
- CPR and first-aid certification within 3 months of hire.

Preferred:

- Experience providing formal or informal training to individuals or groups.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles. The employee may be required to work evenings or weekends and is subject to call out at any time of emergency situation.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.