

# CITY OF MILL CREEK

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Police Officer	<b>JOB CLASSIFICATION:</b>	Officer
<b>DEPARTMENT:</b>	Police	<b>REPORTS TO:</b>	Police Sergeant
<b>SALARY RANGE:</b>	Non-Sergeant	<b>FLSA EXEMPT:</b>	No
<b>REPRESENTATION:</b>	Police Guild	<b>Approvals: CM:</b> <i>[Signature]</i>	date: <u>7-5-18</u>
		<b>Approvals: HR:</b> <i>[Signature]</i>	date: <u>6-20-18</u>

### **GENERAL DESCRIPTION:**

Provides security, protection, emergency aid and other police services to the citizens of Mill Creek by patrolling business and residential areas, responding to requests for information and assistance, traffic control, investigating criminal activity and otherwise ensuring the proper enforcement of laws and regulations.

### **ESSENTIAL JOB FUNCTIONS:**

1. Patrol residential and commercial areas of the City to detect criminal activity, to aid in preventing crime and to enforce federal, state, and City laws and regulations. Observe, report and act on conditions conducive to crime and danger.
2. Determine the nature and priority of a call, investigate the circumstances and take any necessary and prudent action such as making arrests and transporting prisoners. Search prisoners, collect personal effects and assure proper receipting and safeguarding of personal effects.
3. Perform investigative assignments on a variety of cases; conduct investigations of suspected illegal activity or follow-up investigations of criminal cases; conduct interviews of victims, witnesses and suspects and submit progress reports on cases under investigation.
4. Collect and document evidence, obtain warrants and may arrest suspects; compile and maintain records and reports of arrests, incidents, property impounded, accidents, offenses and damage to property; prepare and maintain legible, concise and understandable activity logs and other related documentation.
5. Provide general information to the public on laws and ordinances; assist persons with complaints and inquiries or direct them to the appropriate authorities.
6. Provide assistance to the public in emergency and non-emergency situations including: first response to fires within the City; perform first aid and CPR when necessary and request additional medical service if needed; perform crisis intervention in sensitive situations such as domestic disputes.
7. Report traffic hazards and direct both vehicle and pedestrian traffic flow when necessary. Assist motorists by calling repair service, giving directions and gaining access to vehicles with keys locked inside.
8. Develop, organize and implement crime prevention programs, conduct public awareness programs and initiate contacts with businesses, schools and residents to improve overall public relations of the department.
9. Appear in court to testify in matters of which the officer has knowledge.
10. Maintain effective interagency communications to ensure efficient and accurate exchange of information regarding criminal or police activity; maintain communications with support services from other agencies such as dispatch, fire and news media personnel.
11. Serve in additional capacities as appointed. Appointments may include Field Trainer, Detective, School Resource, K-9, Traffic Unit, Corporal, etc.
12. 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.

### **Knowledge of:**

- Federal, state and local laws, regulations, and ordinances as they pertain to law enforcement.
- Case law pertaining to law enforcement.
- Modern law enforcement methods and techniques in the prevention and investigation of criminal activities.
- Laws and practices governing arrest, search and seizure activities and the rights of suspects and defendants.
- Techniques for identifying and preserving physical evidence.
- The use and care of firearms, motor vehicles and other police-related equipment.
- Techniques of incident response and resource allocation.
- Principles and practices of first aid.
- Computer and software programs utilized by law enforcement.
- Geography of the City of Mill Creek and surrounding areas.

### **Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Maintain proficiency in the use of police-related equipment.
- Observe and recall names, faces, and details of incidents.
- Analyze situations and adopt a quick, effective and reasonable course of action, particularly under conditions which are psychologically and emotionally stressful.
- Communicate effectively with persons under physical and/or emotional stress.
- Perform all job duties with an emphasis on personal safety and the safety of team members.
- Administer first aid and CPR.
- Write clear and accurate reports.
- Possess strength and agility sufficient to perform assignments.
- Work independently and as part of a team; establish and maintain effective working relationships with co-workers, other agencies 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 or older at time of appointment.
- United States citizen.
- Ability to pass a stringent background investigation.
- Must meet required physical/medical standards and all Civil Service requirements.

### **Experience and Education/Training:**

- High school diploma or GED.
- A minimum of two years of law enforcement experience and successful completion of probationary period with the Mill Creek Police Department is required for officers to be eligible for special appointments such as Field Trainer, Detective, School Resource, K-9, Traffic Unit, Corporal, etc.

### **Licenses/Certifications required:**

- Must have and maintain a valid Washington State driver's license and an insurable driving record.
- Certification from the Washington State Law Enforcement Training Commission or other state-approved certifying agency or the ability to obtain state certification within the first year of employment.
- Note: this position will require yearly certification, qualification, and/or training on equipment and procedures utilized by the department. Individuals must meet all ongoing certification, qualification, and/or training requirements throughout their employment in this position.
- Current first aid certification required or ability to obtain within the first year of appointment.

**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.

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