

POLICE OFFICER

Spec. No. 21.03.

(Rule 21)

DISTINGUISHING FEATURES OF WORK

Under the direction of a Police Sergeant, perform general duty police work involving the protection of life and property; the enforcement of laws and ordinances; prevention and investigation of crimes and maintenance of order within a designated area, on an assigned shift, in a patrol car, on a bicycle, or on foot. Work is performed in inside and outside environments. Employees may be subject to life threatening situations, combative persons, bloodborne pathogens, and controlled substances. This position is subject to shift work and working on holidays.

Work of this class will normally consist of routine patrol, enforcement of local/state/federal law, and investigative activities in the City on an assigned shift. Work involves a substantial element of personal danger and employees must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Duties will require considerable contact with other municipal and State law enforcement agencies and the general public. Work will require the use of a variety of field and office equipment, including patrol vehicles, weapons, radios, computers, etc. Employees occupying positions of this class will be responsible for providing duties ranging from aiding persons in trouble and providing information on laws and crime prevention to conducting initial crime investigations, writing reports, addressing citizen complaints, and/or traffic accident investigations. Work will normally be performed in patrol vehicles patrolling assigned City areas; however, duties may sometimes require significant physical exertion in the apprehension of suspects. Employees may be assigned to work on special operations that call upon specialized abilities and knowledge usually attained through experience as a uniformed police officer. Routine assignments as well as general and special instructions are received from superior officers who also review work by personal inspection, checks of reports, and general appraisal of the effectiveness of the employee and the entire police service. After appropriate skill levels are attained, assignments may be made to the Detective Division at the discretion of the Police Chief.

ESSENTIAL JOB FUNCTIONS

Patrol areas of the City to preserve law and order, discover and prevent the commission of crimes and enforce traffic and other laws and ordinances; issue warnings and citations; direct traffic at fires, special events and emergency situations.

Respond to general public service calls and complaints involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, stray animals and related incidents.

Deal with the public courteously, firmly, and effectively.

Analyze dangerous situations rapidly and accurately, adopting an appropriate course of action.

Work and maintain control in stressful, hostile and/or hazardous situations.

Detain, arrest, transport, and process arrestees or prisoners.

Conduct investigation of criminal violations and/or activities; interview victims and witnesses; interrogate suspects; conduct visual and photographic surveillance of criminal activity; prepare and serve search and arrest warrants; apprehend and arrest offenders.

Prepare a variety of reports on activities, operations, arrests made, and unusual incidents observed.

Prepares criminal cases for prosecution; interacts with prosecutors, attorneys and court officials; testifies in court as required.

Attends meetings, seminars, and other training classes to maintain current up-to-date knowledge of criminal laws and procedures, as well as technical skills in order to remain proficient in the performance of duty; may be called upon to train other employees.

When assigned, acts as jailer or bailiff, receives complaints by telephone and dispatches patrol cars by radio, utilizes the departments computerized record keeping system as appropriate.

Safe operation of a vehicle.

Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to successfully complete classes and obtain certification in Basic First Aid and CPR after employment.

Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

Ability to understand and carry out oral and written instructions.

Ability to speak, read and write the English language effectively.

Ability to learn satisfactory operation of computer systems utilizing word processing, spreadsheet, and/or records management software.

Ability to analyze situations quickly, calmly, and objectively, and to determine the proper course of action thereby applying appropriate and applicable State and Federal laws and City ordinances, as well as following regulations, policies, and procedures of the Grandview Police Department.

Ability to develop appropriate skill in the use of firearms.

Must successfully develop the ability to determine when a lawful search or arrest can or should be attempted; determine when and to what extent physical force should be used, as governed by law and department regulations. Must be able to recognize when the application of deadly force is appropriate under state law and department policy. Must have the mental and physical ability to employ deadly force in order to protect human life.

QUALIFICATIONS

Must be a United States citizen.

Must be at least 21 years of age.

Must successfully pass the written, oral and physical agility tests prescribed by the City of Grandview Civil Service Commission.

Must possess a valid, unrestricted Washington State Driver's License at the time of employment.

Must possess a high school diploma or GED equivalent.

A driving and criminal record free of any convictions that relate to fitness to perform the job of Police Officer.

Must be willing to work weekends, holidays, and rotating shifts as assigned.

Must be approved for employment after a thorough background investigation including, but not limited to, drug history, driving record, credit history, criminal record, work history, reference check, polygraph exam, psychological exam, and medical exam.

Must successfully complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy (or equivalency academy) within probation period.

Must sign a pre-employment contract for the reimbursement of hiring and training expenses.

Recommended: _____
Police Chief (Date)

Approved: _____
City Administrator (Date)

**BINDING CONTRACT FOR REIMBURSEMENT OF HIRING
AND TRAINING EXPENSES**

WHEREAS, the Applicant identified below acknowledges that the City of Grandview will incur substantial expense in the process of training the undersigned to be a commissioned police officer, and

WHEREAS, it is acknowledged by the undersigned that these expenditures are expected to be recaptured through services by Applicant with the City police force after completion of said training and the City will suffer substantial detriment if the undersigned should take employment elsewhere during the period of time for two years following completion of all required training,

NOW THEREFORE, it is hereby agreed as follows:

WITNESSETH:

1. **Reimbursement Obligation.** I, _____, hereafter "the Applicant", in consideration of the agreement by the City of Grandview Police Department, hereinafter "the Department", to provide me with formal police training through the Criminal Justice Training Commission Police Academy, to be followed upon successful completion thereof by a period of approximately nine weeks of field training under the supervision of experienced Grandview police officers, do hereby agree that in the event my employment with the Department ceases due to any cause other than "termination" as defined below, within 24 months of the commencement of full-time service as a police officer subsequent to completion of the period of field training, I will reimburse the Department for all expenses incurred in connection with my hiring and training.
2. **Definition of "Termination".** "Termination" as used in this agreement shall mean any discontinuance of the Applicant's employment initiated by the Department and shall also include discontinuance of employment due to injury or illness resulting in the Applicant's permanent inability to perform the normal duties of the position held by the Applicant at the time of commencement of such injury or illness.
3. **Calculation of Reimbursement Obligation.** The reimbursement obligation shall consist of the sum of all amounts expended by the Department in connection with hiring and training the Applicant, including but not limited to the following:
 - a. Cost of medical and polygraph examinations, background investigation and other entrance check expenses in the approximate amount of **\$600.00**.
 - b. Cost of Police Academy training including salary and benefits paid to the applicant during training along with all costs expended for replacement officers if any in the approximate amount of **\$9,400.00**.
 - c. Expenses of providing field training, which due to the difficulty of estimation and actual computation are hereby agreed to be \$_____.

Estimated Total Cost **\$10,000.00**

It is agreed that the amounts itemized above (other than the stipulated amount of expenses of field training) are estimates only. I agree that my actual reimbursement obligation will be determined by the Department based upon actual expenditures and/or reasonable estimates thereof in the event actual expenditures cannot be documented through a reasonable effort.

4. **Credit for Continuous Employment.** Credit for service rendered will be given against the reimbursement obligation at the rate of one-twelfth of the total reimbursement obligation for each nine weeks of continuous full-time employment subsequent to completion of the field training period. Any absence from work due to illness, injury, or other cause for a period greater than two weeks shall be excluded from the period of service for which credit will be given.
5. **Terms of Repayment.** Complete payment of the reimbursement obligation shall be made within 36 months of cessation of employment in monthly installments of no less than one-thirty sixth of the total reimbursement obligation, commencing on the first day of the month following the month during which cessation of employment occurs, and payable on or before the first of each month thereafter. The Applicant agrees that in the event of his/her failure to make any payment required pursuant to this Agreement in a timely manner, the total amount of the reimbursement obligation then remaining unpaid shall immediately become due and payable. The Applicant further agrees that in the event the Department incurs legal fees or other costs of collection in an effort to collect any delinquent sums owing pursuant to this Agreement, the Applicant will pay such expenses in addition to the portion of the reimbursement obligation then due.
6. **Acknowledgment of Receipt/Waiver of Right to Independent Legal Advice.** I understand that I have the right to have this document examined by an attorney of my choosing and to discuss its terms with my attorney prior to signing it.

Sign initials in one of the boxes below as applicable:

/____/ I fully understand the nature and terms of the binding obligation created pursuant to this contract and have chosen to waive my right to consult an attorney.

/____/ I have consulted an attorney regarding this Agreement and have received his/her explanation of its terms as evidenced by the attorney's signature below.

If you have checked the box preceding this paragraph, have your attorney sign here:

Attorney of Applicant

Date: _____

Dated this _____ day of _____, _____.

Applicant

Chief of Police, Grandview, WA

