

CITY OF ORTING

JOB DESCRIPTION

Job Title: Term Limited Community Service Officer Department: Police

Reports to: Police Lieutenant

SUMMARY DESCRIPTION

This position is a term limited, Fair Labor Standards Act non-exempt position. This role is currently funded through December 31, 2022 and may be extended based on the 2023 Budget. Attendance at evening meetings or other events is expected and the schedule for this role is flexible to meet the goals and duties of the position. The incumbent in this position is a Civil Service employee subject to a 12-month probationary trial period. This position is part of a bargaining unit represented by the Fraternal Order of Police.

The Community Service Officer performs a variety of duties to create and maintain an open partnership with the community and community support organizations. This position will also support the activities of the patrol staff and fill in patrol shifts as needed. Candidates must be at least 21 years of age and must be able to pass a comprehensive background check.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Work directly with the community and through community partnerships to create a safe community, reduce crime and mitigate substance abuse issues.
2. Help connect struggling community members with services and support.
3. Patrol within the Orting City Limits, enforce laws and ordinances and issue citations as needed.
4. Attend meetings with community partners such as the Teen Center, Recovery Café, HOA's; liaison with the School Resource Officer to help provide out of school resources to students.
5. Organize and attend public outreach events to enhance community relations.
6. Utilize social media and other mediums to highlight community events and other things happening in the department.
7. Enforce the law, prevent crime, protect citizens and property
8. Process complaints relating to law or civil code violations
9. Arrest offenders
10. Act as the Bailiff to the court.
11. Assist in the Code Enforcement process and utilize these contacts as opportunities to identify community issues and connect people with services.
12. Conduct preliminary investigations
13. Act as the liaison between Orting businesses and the Police Department to maintain after-

hours emergency response information and unattended enforcement services to business owners.

14. Prepare and submit all required reports

15. May be required to return to the City during off-hours in case of emergency.

16. Perform other duties as assigned

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Knowledge of the current criminal statutes of the State of Washington
- Knowledge of the Ordinances of the City of Orting
- Knowledge of the rules, regulations and policies of the Orting Police Department
- Knowledge of the Code Enforcement Process

Ability to:

- Maintain the confidentiality of criminal and other police records
- Ability to deal with the public courteously and professionally.
- Excellent written and oral communication skills.
- Ability to follow directions carefully and to work independently.
- Ability to physically restrain combative/aggressive persons or animals
- Ability to give chase on foot in order to apprehend individuals
- Ability to operate a motor vehicle both day and night
- Ability to withstand working outside in extreme weather conditions
- Ability to communicate in person or via telephone to interact with others
- Ability to produce handwritten and/or typed documents

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Successful completion of the Washington Criminal Justice Training Commission Basic or Equivalency Law Enforcement Academy

Experience:

- Two years of previous police patrol experience.

License or Certificate:

- Washington State Drivers' License
- Maintaining current Washington State Criminal Justice Training Commission Peace Officer Certification is a condition of continued employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site; exposure to computer screens, heat, cold, noise, inclement weather conditions; moving objects/vehicles; work on slippery or uneven surfaces.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to 25 pounds; bending, stooping, kneeling; operating motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

Police Chief Signature

Employee Signature

Date

Date