

# **CITY OF ORTING**

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## **JOB DESCRIPTION**

Job Title: Police Officer

Department: Police

Reports to: Police Lieutenant

### **SUMMARY DESCRIPTION**

This position is a full-time, Fair Labor Standards Act non-exempt position. Attendance at evening meetings or other off-duty events may be expected. 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 Police Officer performs a variety of duties to support the activities of public safety under general supervision of the Police Lieutenant and/or Police Chief and this position performs a variety of duties. The police officer will initiate or be the first officer on the scene of any incident requiring police attention. 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. Patrol within the Orting City Limits
2. Be present for duty hours on time, in proper uniform and appearance, and physically fit for duty
3. Enforce the laws and ordinances of the State of Washington, and/or the City of Orting
4. Issues citations to person(s) in violation of laws and ordinances
5. Enforce the law, prevent crime, protect citizens and property
6. Process complaints
7. Arrest offenders
8. Conduct preliminary investigation
9. Prepare and submit all required reports
10. Prepare for court testimony by being thoroughly prepared with facts of the case
11. Report to superior officer any hazardous conditions, equipment problems or matters of intelligence
12. Proper care and handling of all city issued equipment
13. May be required to return to the City during off-hours in case of emergency.
14. 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

**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:**

- Attend or have attended the Washington Criminal Justice Training Commission Basic or Equivalency Law Enforcement Academy

**Experience:**

- Computer experience with word processing, spreadsheets, and records management software, as well as operating computer equipment in both office and mobile environments

**License or Certificate:**

- Washington State Drivers' License

**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.*