

CITY OF TOPPENISH
Class Specification

Title:	POLICE OFFICER	Department:	Police
FLSA Status:	Non-exempt	Reports To:	Police Sergeant
Pay Grade:	7	Effective Date:	January 1, 2005

General Summary

Provide law enforcement services to the City. May provide special security and law enforcement services to schools. Respond to calls for emergency assistance. Assist the public by providing police services, apprehending violators of the law, providing emergency medical aid, educating the public concerning crime/crime avoidance, travel/roadside assistance, jail administration, traffic enforcement, and neighborhood patrol. Participate in mandatory training. Create reports, assists in criminal investigations and provides special guidance to school administrators and students. May provide instruction to other officers. Reports to a sergeant.

Essential Functions/Major Responsibilities

Patrol assigned area ensuring a safe, secure, lawful and orderly environment.

Respond to requests for law enforcement and safety services.

Apprehend violators of the law.

Provide emergency medical aid as appropriate.

Prepare incident reports.

Make presentations to the public regarding laws and law enforcement issues.

Provide support to the jail and court system.

Participate in mandatory training.

Assist in incident investigations.

Provide instruction to other officers as appropriate.

Secondary Functions

Serve as a back up for Dispatchers, as requested.

Assist with animal control issues.

Perform other related duties as assigned.

POLICE OFFICER

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Job Scope

Position encounters a wide diversity of work situations. Job involves a high degree of complexity or difficulty due to life threatening, nebulous, and/or quick response situations. Operate from established and well known procedures. Receive moderate supervision. Work is normally checked or verified by a sergeant or other supervisor. Errors in work or judgment could cause injury or death to others, adversely affect property, cause monetary loss, or adversely affect the image of the city. Decisions are made within prescribed departmental operating guidelines.

Supervisory Responsibility

Job is supervisory to the extent that daily work direction is provided to personnel in subordinate job classifications.

Interpersonal Contacts

Contacts are normally made with others outside the City organization. Close contacts are made with the residents and visitors to the City. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Majority of contacts are made on a verbal face-to-face basis. Contacts are usually made on own initiative.

Specific Job Skills

Possess a thorough knowledge of police and law enforcement processes and techniques. Ability to use a variety of computer hardware and software applications. Possess a good knowledge of accepted rules, regulations and procedures regarding emergency situations and medical procedures and techniques. Possess the ability to analyze a variety of complex situations and make quick logical decisions. Possess strong written and verbal communication skills. Ability to operate a variety of motor vehicles. Possess strong interpersonal skills, telephone etiquette, the use of discretion in all contacts and the capacity for mentoring and teamwork. Mental activities include decision making, applying interpersonal and customer service skills. Ability to read, speak, write and understand English. Physical activities require the ability to exert a high level of energy at times, the ability to walk, run, stand, bend, reach, sit, stoop kneel, feel, handle, grasp, and to keyboard. Also possess the physical abilities to talk, see and hear.

Education and/or Experience

Possess some higher education or vocational training beyond high school in the area of law enforcement, criminal justice, etc. or related discipline. Must be a graduate of a law enforcement academy or equivalent. Possess a valid driver's license.

Job Conditions

Job conditions are potentially life threatening. Ability to lift and/or carry up to 120 pounds. Job requires the ability to work a variety of shifts. Job may require substantial overtime, evening meetings or to be in an "on-call" status. Performs extensive close work. At times, works alone.

APPROVED:

William C. Murphy, City Manager