

**CITY OF ABERDEEN  
POSITION CLASSIFICATION**

**POLICE OFFICER**

**Salary Range:** 19P  
**Union Status:** Police Guild  
**FLSA Status:** Non-Exempt  
**Date Adopted:** 1/93, 03/14

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**DEFINITION:** Provides assistance, emergency aid, security and protection to citizens by patrolling business and residential areas, responding to requests for information and assistance, investigating criminal activity and otherwise ensuring the proper enforcement of laws and regulations.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this classification are assigned patrol, investigative, office duties and special assignments depending on individual areas of training. May perform detective assignments on a rotating basis. Individual discretion is required to determine the appropriate course of action when providing emergency aid and assistance. Work is assigned and reviewed by Police Sergeants who provide shift supervision.

**ESSENTIAL JOB FUNCTIONS:**

Receives and responds to radio calls and requests for emergency assistance such as from crimes of violence, unruly crowds, auto accidents, child neglect, thefts and fraud, vandalism and a variety of other misdemeanors and felonies. Administers first aid and requests medical assistance. Intervenes in disputes and takes necessary steps to restore the peace.

Patrols an assigned area in a radio patrol car to aid in preventing, crime and to enforce federal, state and city laws and regulations. Checks buildings for security and maintains surveillance of gathering places. Reports traffic hazards and directs traffic flow when necessary.

Conducts the initial investigation of incidents; gathers evidence, interviews victims, witnesses and suspects, and preserves scene for further investigation. Arrests and transports prisoners to jail, participates in booking procedure and conducts prisoner to cell.

Conducts assigned follow-up investigations of actual or suspected felonies and misdemeanors. Inspects site of crime, take photographs and interviews victims, witnesses and suspects. Collects and evaluates evidence using lab analysis, fingerprinting and other methods. Completes investigations to submit cases for prosecution.

Testifies in court in those cases where he/she made the arrest, investigated the crime or issued a citation.

Provides assistance and information to the public regarding City services, laws and ordinances. Assists persons with complaints and inquiries or directs them to the appropriate authorities.

Prepares a variety of records and reports, such as reports on arrests, property impounded, accidents and damage to property.

**OTHER JOB FUNCTIONS:**

May perform special assignments related to investigation, crime prevention or analysis, community education, traffic control or K-9.

Assists in receiving, searching, booking, fingerprinting and supervising prisoners in the City jail.

Assists newer police officers in learning police procedures and techniques and serves as a Field Training Officer when so appointed by the Chief of Police.

Performs other related duties as required.

**PRIMARY AND ESSENTIAL TASKS:**

A. Powers of Arrest and Control: Conduct full search of arrested persons; conduct frisk or pat down; advise persons of constitutional rights; arrest persons with a warrant; arrest persons without a warrant; handcuff suspects or prisoners; seize contraband, weapons and stolen property from suspects; execute arrest warrants; request verification of warrants before execution; inspect patrol vehicle for weapons and contraband before and after prisoner transport.

B. Self Defense/Use Of Force: Subdue physically attacking person; use weaponless defense tactics; subdue person resisting arrest; grip person tightly to prevent escape; disarm violent armed suspect; pull person out of vehicle who is resisting arrest; break up fights between two or more persons.

C. Deadly Force: Discharge firearm at person; draw weapon to protect self or third party; clean and inspect firearms; participate in firearms training; fire weapon in nighttime combat (not including training); fire weapon in daytime combat (not including training); fire a weapon in dark environment with flashlight in one hand.

D. Motor Vehicle Enforcement: Arrest DWI suspects; execute felony motor vehicle stop; stop vehicles to investigate, warn or arrest occupants.

E. Emergency Vehicle Operation: Engage in high speed pursuit driving in congested area; engage in high speed response driving in congested area; engage in high speed response driving off road; engage in high speed pursuit driving on open road; engage in high speed response driving on open road; operate police vehicle on ice covered road; operate police vehicle on snow covered road.

F. Emergency Assistance: Take mentally deranged persons into custody for their own protection; administer cardio-pulmonary resuscitation (CPR); administer mouth-to-mouth resuscitation; apply basic first aid to control bleeding; apply basic first aid to unresponsive/unconscious person; apply basic first aid to treat for heart attack; talk with persons attempting to commit suicide to get them to delay or stop their attempt; use protective gear to prevent contact with infectious diseases; intercede in domestic disputes to resolve, maintain peace, protect persons, etc.

G. Crime Scene Response: Collect evidence and property from crime scenes; fill out forms to document chain of custody of evidence; dust and lift latent prints; package (bag and tag) evidence; record location of physical evidence at scene; secure crime scene; initial/mark/label evidence; locate and protect latent evidence.

H. Criminal Investigation: Interrogate suspects; prepare felony paperwork; i.e., probable cause statement, charge sheet "super" forms, etc.; present evidence and testimony in legal and administrative proceedings; respond to and conduct preliminary investigation of events related to: homicide, rape, robbery, felony assault, burglary, fatal traffic accident, vehicular homicide, vehicular assault and family disturbances.

I. Special Operations: Participate in raids and searches; search for a person in a darkened building or environment.

#### WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed indoors and in a motor vehicle as well as outdoors in frequently inclement weather. Sitting for extended periods of time while operating the patrol vehicle may be interspersed with sudden running, jumping and climbing. Work is scheduled in rotating shifts that include irregular work hours. Extended periods of time on duty and/or without a day off may be required during emergencies; time between breaks and meals may also be irregular. Risk of bodily injury is high due to environmental conditions such as proximity to moving objects (traffic), slippery/uneven surfaces in the field and exposure to combative people, bodily fluids and infectious diseases. Work is frequently performed under stressful conditions working closely with people in emergency situations requiring swift and sound decision-making.

Equipment used includes but is not limited to motor vehicles, firearms, non-lethal defense equipment, prisoner restraint devices, special protective equipment, photographic equipment, fingerprinting equipment, BAC, radio, computer, and special investigative equipment.

DESIRABLE QUALIFICATIONS:

Knowledge of: basic principles and procedures of crime prevention, law enforcement and the criminal justice system.

Ability to: learn and understand laws of arrest, search and seizure and rules of evidence; respond quickly and exercise sound judgment in emergency situations; learn proper methods of physical restraint of other persons; use firearms safely and accurately; maintain cooperative and responsible attitude toward co-workers and general public; communicate effectively both orally and in writing; physically perform the work assignments.

EDUCATION AND EXPERIENCE:

High school degree or GED equivalent. College coursework in police science and related subjects is desirable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- U. S. Citizenship.
- Valid Washington State Driver's License.
- No record of felony conviction or excessive traffic violations.
- Good moral character and honesty are of the utmost importance.
- Minimum age of 21 years.
- Physical ability to perform the essential job tasks.
- Ability to proficiently read and write the English language.
- Ability to possess a firearm in accordance with Federal and State regulations.
- No history of domestic violence.
- Very limited to no recreational drug use.
- Must pass a thorough background investigation.
- Must meet be able to meet and maintain the requirements of the RCW Chapter 43.101 and WACs for a peace officer certifications.
- Bilingual is preferred.