



LATERAL POLICE OFFICER JOB DESCRIPTION

General Purpose

This is a full-time non-exempt civil service position. This position performs police patrol, investigation, traffic regulation, and related law enforcement activities.

Essential Duties and Responsibilities

- Patrols designated areas of the City, either in whole or in part, during an assigned shift, to preserve law and order, to prevent and discover the commission of crime, and to enforce Federal, State, and City of Ruston laws and regulations;
- Answers calls and complaints involving traffic accidents, domestic situations, robberies, and other misdemeanors, disturbances, and felonies; takes necessary police action;
- Observes, reports, and acts on conditions conducive to crime and danger; checks buildings for security; observes residences, schools, sports fields, banks, and vacant areas; checks suspicious persons and vehicles;
- Issues infractions and citations, makes arrests, transports persons taken into custody, or takes other action as appropriate under the circumstances;
- Prepares all forms, reports, and follow-up reports necessary to file felony and/or misdemeanor charges;
- Prepares criminal cases for prosecution with either the City or County Prosecutor; interacts with prosecutors, attorneys, and court officials; testifies in court as required;
- Conducts preliminary investigations at the scenes of crimes and accidents; gathers evidence; locates and questions witnesses; testifies as a witness in court;
- Patrols an area of the City as directed in a patrol vehicle, bicycle, or on foot; interviews witnesses and/or complaints; collects material evidence and performs crime scene work; performs surveillance; apprehends, interviews, and arrests suspects; prepares and submits reports; assists other jurisdictions and agencies; participates in undercover investigation of narcotics, gambling, vice, and other activities, violations and crimes; may be called on any time for emergency duties;
- Conducts investigation assignments of suspected illegal activity or follow-up investigations of criminal cases. May also be called upon to conduct specialized investigations;
- Collects and documents evidence and requests lab analysis as appropriate;
- Reports traffic hazards and directs pedestrian and vehicular traffic flow when necessary or directed;
- Disburses unruly crowds; enforces vehicle operation and parking regulations; issues warnings, notices of infraction, or citations as appropriate; responds to emergency calls including hazardous waste spills, bomb threats, and a wide variety of other calls;
- Determines the nature of a call, investigates the circumstances, and takes any necessary and prudent action. May call for assistance of supervisors if necessary;

- Takes command at scene of crime or accident; administers first aid and requests medical aid as necessary; takes statements and interviews victims and witnesses; examines situation; records vital information regarding causes and circumstances;
- Performs community liaison activities; educates the public about crime prevention; provides general information on law and ordinances; explains process of filing a formal complaint, the extent of police patrols, and alternatives available to citizens;
- Directs citizens to appropriate authorities as necessary; participates in crime prevention and other community action programs to promote citizen awareness and education;
- May be called upon to provide or assist in other functions related to the duties and functions of Police Officer, such as drug awareness education, training management, crime prevention, scouting programs, etc.;
- Serves and enforces civil process issued by the courts to include restraining orders, orders for protection, no contact order, anti-harassment orders, and subpoenas;
- Serves arrest and search warrants and transports persons in police custody;
- Prepares and writes a variety of reports and records, such as, but not limited to, reports on incident or arrest, calls for service, property impoundment, accidents, offenses, damages to property, field interviews, and results of investigations;
- Attends meetings, seminars, and other training classes to maintain current up-to-date knowledge of criminal and civil laws, as well as technical skills in order to remain proficient in the performance of duty;
- Assures that all equipment used in the performance of duty is clean, maintained, and operating properly;
- Maintains working relationships with surrounding police departments, Sheriff's Department, State Patrol, and relevant community service agencies to assure an accurate and timely flow of information as related to day-to-day duties and activities;
- Trains new personnel in geographical and cultural characteristics of the city and the general methods and procedures to use in the proper execution of police officer duties;
- Provides non-emergency assistance to people in need;
- May be required to provide booking services and back-up assistance to Dispatchers, Jailers, Animal Control Officers, Evidence Custodian, and Records Clerk as needed.

Minimum Qualifications

General:

- Must be 21 years or older at the time of employment;
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed;
- U.S. citizen;
- Must be able to read and write the English language effectively;
- Must be of good moral character and of temperate and industrious habits.
- Ability to meet the Department's physical standards.

Desired Education and Experience:

- Education equivalent to completion of the 12th grade.
- Must be a graduate of the Washington State Criminal Justice Training Commission (WSCJTC) Basic Law Enforcement Academy and hold current certification with no break in service longer than a 24 month period OR a graduate of an equivalent training academy from a state that has reciprocity with the WSCJTC and hold current certification with no break in service longer than a 24 month period and must successfully complete the WSCJTC Equivalency Academy and examination after appointment.

Necessary Knowledge, Skills And Abilities**Knowledge of:**

- Federal, state, county, and city laws, regulations, and ordinances;
- Criminal behavior and causes underlying criminality and social, psychological, and physical needs of criminals;
- Standard police practices, methods, and procedures;
- Safety standards, procedures, and precautions utilized in police activities;
- Methods of investigation, apprehension, and rules of evidence;
- Basic first aid and CPR procedures;
- Safe and appropriate use of firearms and other police-related tools.

Ability to:

- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement;
- Physically handle persons resisting arrest;
- Deal with the Public in a tactful, pleasant, and courteous manner;
- Follow directions, both oral and written;
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death;
- Establish and maintain effective working relationships with co-workers, other organizations, and the general public;
- Analyze situations quickly and objectively, to recognize actual and potential dangerous situations, and to determine a proper course of action;
- Present evidence in court effectively; skill in observation and remembering details such as names, faces, and incidents;
- Skillfully and safely use firearms and other police-related tools (as listed below),
- Contribute to the Department's Mission.

Tools and Equipment Used

Police car, police radio, radar gun, handgun and other weapons as required, ASP baton, handcuffs, breathalyzer, pager, first aid equipment and personal computer and word processing software.

Physical Requirements

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

Selection Guidelines

Submit documents in application packet; review of education and experience; appropriate civil service commission testing; background check; polygraph examination; psychological examination; final selection.

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with proficiency.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.