

LATERAL POLICE OFFICER**Opening Date:** December 1, 2016**Salary Range:** \$ 4790-6675/month**Closing Date:** December 16, 2016**NATURE OF POSITION**

Performs a variety of public safety work providing emergency aid, security and protection to the community's citizens.

SUPERVISION RECEIVED

General direction and oversight is provided by the assigned Shift Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values: **Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
2. Employees of the Police Department are expected to model and foster the Department's core values: **Service – Pride – Integrity and Return with Honor in all endeavors.**
3. Patrol assigned area to aid in preventing crime and to enforce Federal, State and City laws and regulations.
4. Observe report and act upon conditions conducive to crime and danger such as checking buildings and residences for security, assisting other officers on traffic stops and checking suspicious persons and vehicles. Reports traffic hazards and directs traffic flow when necessary.
5. Determines the nature of a call, investigates the circumstances, and takes any necessary and prudent action, such as making arrests and transporting prisoners. Searches prisoners, collects personal effects and assures proper receipting and safeguarding of personal effects.
6. Provides assistance to the public in emergency and non-emergency situations. Administers first aid and requests medical service. Performs crisis intervention in sensitive situations such a family dispute. Provides general information to the public on laws and ordinances. Assists persons with complaints and inquiries or directs them to the appropriate authorities.
7. Prepares a variety of records and reports, such as reports on arrests, property impounded, accidents offenses, and damage to property.
8. Performs investigative assignments on serious crimes; conducts interviews of victims, witnesses and suspects; submits progress reports on cases under investigation; collects and documents evidence and may arrest suspects.
9. Appears in court, and is available to testify in matters which the officer has knowledge.
10. Maintains proficiency in the use of police related equipment.
11. Prepares and maintains legible, concise and understandable incident reports.
12. May perform special assignments related to investigation, crime prevention, traffic control, school resource, K-9, or SWAT.
13. May assist in the training of new officers and reservists.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.

3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- City ordinances, Civil Service regulations, applicable State and federal laws and WAC rules.
- Content, intent and application of criminal law.
- Adult and juvenile judicial procedures and criminal justice system.
- Civil and constitutional rights.
- Department regulations, policies, procedures and general order.
- Laws of arrest, search and seizure.
- Techniques of investigation and interrogation.
- Criminal case preparation and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Report writing and case preparation.
- Crime scene management.
- Communicate effectively, both orally and in writing.
- Assign, instruct and review work of subordinates in an effective working relationship.
- Analyze dangerous situations rapidly and accurately and adopt an effective course of action.
- Enforce State, municipal and other applicable laws.
- Determine appropriate level and scope of Police response.

TOOLS AND EQUIPMENT USED

Police vehicles, desktop and laptop computers, telephone, cell phones, in-car and portable radios; personal protective gear; bullet proof vest; department issued firearms-; shotguns; rifles; handcuffs; chemicals – OC pepper spray; Taser; baton; fax machines.

PHYSICAL DEMANDS

Sitting and standing for extended periods of time; seeing, hearing and speaking to exchange information; repetitive hand movements; intermittently stand, walk, run, kneel down, stoop, bend at the waist and lift up to 50 pounds; seeing and hearing to conduct work; occasionally fulfill Police Officer duties during call-out for emergencies; may be required to carry, drag or restrain individuals.

WORK ENVIRONMENT

Office environment and field setting at all times and weather conditions; driving a vehicle to conduct work. Conditions present high stress and threat to personal safety during periods of search and seizure and arrest. Potential threat from exposure to toxic materials, blood borne pathogens and other potential infectious materials; may be subject to physical threat from unruly and dangerous individuals, criminals, unsafe building sites and gunshots; and may require extended work schedule during period of emergency.

REQUIRED MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- Must be a U.S. citizen.
- Must be 21 years of age when applying.
- Must be or have been a fully commissioned police officer in the State of Washington or another US state for a minimum of two (2) years with no more than 24-month interruption of service.
- Must hold a current and valid Washington State police officer certification or meet the requirements for the equivalency academy as outlined in Washington Administrative Code (WAC) 139-05 210.
- Must possess valid driver's license and proof of good driving record.
- A background investigation must verify no prior criminal conviction or activity.

DESIRED QUALIFICATIONS

An Associates and/or Bachelor's Degree. Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE:

A completed City application and resume are required to apply. Applications may be found on the Human Resources page of the City of Walla Walla website: wallawallawa.gov.

Testing will consist of an oral presentation and a panel interview, tentatively scheduled for mid-January, 2017. An overall score of 70% for placement on the eligibility list. The eligibility is perpetual, with names dropping off after one year. Applicants may only apply and test once every 12 months.

Candidates wishing to apply for Veteran's Scoring points must provide a copy of their DD214 at the time they apply and must certify that they have not used Veteran's Points in the past resulting in a hire. Veteran's Points are applied only after successful completion of ALL parts of the testing process.

Following a conditional offer to hire, candidates must successfully pass a physical, psychological and polygraph examinations.

The incumbent will serve an eighteen-month trial service period. Completed application packages can be mailed to:

CITY OF WALLA WALLA-HR

15 N. Third Avenue

Walla Walla, WA 99362

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION: The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.