

CITY OF OAK HARBOR JOB DESCRIPTION

Job Title: *Police Officer – Entry Level & Lateral Entry*
Department: *Police*
Reports to: *Police Sergeant*
Status: *Non-exempt / Union (Police Association Commissioned)*

Job Summary:

Under general supervision, Police Officers perform police services in accordance with the mission, goals, and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state, and local laws. It is the responsibility of police officers to safeguard the public peace, protect life and property, prevent crime, enforce the law, protect the rights of all persons and generally uphold the community-articulated standards.

Essential Job Functions:

1. Respond to calls for service involving both criminal activity and community caretaking activities. Interview persons with complaints and make proper disposition or direct them to the proper authorities/community resources.
2. Conduct preliminary and follow-up investigations, process crime scenes using all available techniques, gather evidence, obtain witness/victim/ suspect statements, apprehend suspects, make arrests and transport offenders.
3. Give advice and general information to inquiries from the public.
4. Practice efficient case management including the initial documentation of appropriate information, timely follow-up and case documentation, appropriate interaction with victims, cooperation with other agencies and departments and testifying as a witness in court in connection with arrests and investigations.
5. Use available time to patrol the City by radio equipped car, bicycle or on foot to prevent, discover and deter the commission of crime, to enforce criminal law, to direct traffic and to enforce motor vehicle operation.
6. Take proper safety precautions, which include the appropriate application of force, proper officer safety tactical movement and positioning and de-escalation and crisis management skills.
7. Establish and maintain effective and cooperative relations with City officials, department heads, supervisors, other departments, co-workers, representatives of business and community as well as the general public. Respond to inquiries using good judgment, tact and courtesy, sometimes in stressful situations.
8. Interact and communicate effectively with other social, governmental and private agencies on civil and criminal matters, sometimes in emergency situations.
9. Present a professional demeanor with the general public.
10. Operate safely police vehicles in normal and emergency circumstances in all weather. Properly maintain and use other department equipment.
11. Read and apply department policies, rules, regulations, instructions, laws, ordinances and general literature pertaining to policing.
12. Enter or retrieve computer data.

Associated Job Functions:

1. Advise supervisor, orally and/or in writing, of activities, investigations and arrests.
2. Assist the jailers in maintaining safe and secure operations of the Oak Harbor City Jail.
3. As needed, may be re-assigned to other divisions or duties (detectives, training, K-9, community services, etc.).

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of laws, RCW, City Code, and Department Manual of Standards.
- Knowledge of City Rules & Regulations.
- Ability to drive vehicles and operate all related job equipment.
- Ability to interact well with citizens.
- Ability to be flexible and adaptable in decision-making.
- Skills in computer and word processing software operation.
- Skills in problem-solving and conflict resolution skills.
- Good interpersonal sensitivity to people.
- Excellent oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Excellent written skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports.

- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.

Working Environment and Physical Demands:

Work is primarily performed out-of-doors in all types of weather. Potential for damage to health, life and property. Required to work varying shifts and holidays. Work requires a normal range of hearing and visual acuity, eye/hand coordination and manual dexterity. Move in excess of 60 pounds. Operate motor vehicles and equipment. Use handgun to protect lives. Communicate with radio equipment.

Experience and Training Requirements:

- Must be at least 21 years of age at time of application.
- Must be a United States citizen and have the ability to read, write and speak the English language.
- Must have a high school diploma or GED equivalent.
- Must be able to work within the Use of Force continuum.
- Must meet LEOFF Retirement system minimum medical and health standards.
- Must be able to successfully complete all required training.
- Must be willing and able to perform shift work, with occasional evening or weekend work.
- Must have completed one year of college coursework by time of appointment, equivalent to 45 quarter credits/30 semester credits of which 5 quarter credits/3 semester credits must be in English or Humanities designated courses. **OR**
- A minimum of two years of demonstrated career experience in the following or closely related areas *may be substituted* for the educational requirement: all branches of military service, other City, State or Federal law enforcement agencies or related professions in forensics, investigations or criminal justice. (Related experience will be evaluated at the time of application.).
- Must have or obtain a Washington State Driver's License at time of appointment.
- Must pass background investigation, including screening of criminal history, sexual offenses, recent drug use and driving record.
- Must pass polygraph examination for law enforcement personnel.
- Conditional employment offer will include medical exam with drug screen, and psychological evaluation for aptitude to work in law enforcement.
- Must be able to meet response time per the Labor Contract.

Lateral-Entry Requirements:

In addition to the entry level requirements, lateral entry applicants must meet the following requirements:

- At the time of application, candidates must have been continuously employed for a minimum of twenty-four (24) months of the last thirty-six (36) months as a full-time, paid, civilian, general authority police officer or deputy sheriff, with a general authority law enforcement agency within the fifty (50) United States, performing general authority enforcement of the criminal and traffic laws of that state, in either a patrol or investigative capacity.
- Must have been hired in the previous jurisdiction from a Civil Service Commission certified eligibility list, or other like process.
- Must have successfully completed a probationary period with the current or previous employer, and demonstrated satisfactory law enforcement experience and must be willing to sign a waiver allowing review of personnel files of previous law enforcement employers.
- Must have successfully completed the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy OR an academy that meets the criteria of the Washington State Criminal Justice Training Commission. Candidates completing out-of state certification must successfully challenge the Washington State Academy through the Basic Equivalency Program within the first twelve (12) months of employment.

Established:
Revised: 1/97, 11/02, 1/03, 01/07, 4/08, HR 7/11

FLSA: Non-Exempt
Salary Range: Union

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.