



5D073

City of Bainbridge Island Civil Service Commission

Job Description

**POLICE OFFICER**

**Job Title:** Police Officer  
**Reports To:** Police Lieutenant  
**Department:** Police  
**Supervises:** None  
**Effective Date:** January 1, 1994  
**Reviewed/Revised:** May 13, 2005  
**FLSA:** Non-exempt

**PRIMARY PURPOSE**

The police officer's primary purpose is to maintain peace and order and to protect life and property through impartial enforcement of federal, state, and local laws. Under the general supervision of the chief of police and/or an immediate supervisor, the police officer responds to requests for assistance, investigates criminal activity, apprehends criminals, and enforces laws and ordinances. Work is performed in accordance with departmental rules, regulations, and policies and normally consists of patrol, preliminary investigation, and traffic enforcement duties.

**ESSENTIAL FUNCTIONS**

- Patrols city limits from a patrol car or on foot to monitor activity; operates a motor vehicle for extended periods of time in all environmental conditions and on occasion, at high speeds and in congested traffic situations.
  - Monitors and enforces traffic laws and ordinances within a prescribed jurisdiction; detects and/or prevents criminal activities; issues citations for various infractions.
  - Apprehends those suspected of unlawful activity, cautiously observing legal guidelines regarding arrests and individual civil rights.
  - Performs business and residential building security checks to detect suspicious conditions.
  - Directs traffic in congested areas and emergency situations; identifies, reports, and eliminates safety hazards.
  - Responds to accident scenes and investigates causes; responds to calls for service and assistance; provides first aid as needed.
  - Investigates and interviews victims, witnesses, and potential suspects.
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- Conducts detailed investigations and gathers information that pertains to suspected criminal activities; searches for and preserves evidence; conducts follow-up investigations based upon reports and other data compiled by department personnel.
- Makes oral and written reports; records information related to daily activities and prepares written reports based on this information to aid in the prosecution of offenders.
- Encourages obedience to the law through preventive action and education.
- Appears in court to testify as needed.

**OTHER JOB DUTIES**

- 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; may be called upon to train other employees.
- Performs backup tasks for Police Department personnel, as assigned.
- Performs related work as assigned.

**WORKING CONDITIONS**

Work is performed both indoors and outdoors and the police officer will be required to perform normal duties in inclement or severe weather conditions. Tasks are performed from vehicles or on foot. Work involves an element of danger and requires physical strength and agility at times to apprehend or subdue persons suspected of crimes. The police officer must have the ability to walk or run rapidly, engage in physical altercations and confrontations, subdue or calm a combative individual, and to rescue victims.

A police officer will be required to operate a city patrol car safely and efficiently. In addition, proficient use and maintenance of any other job-related tools, apparatus or equipment, including firearms are required. The employee may be exposed to hazards such as chemicals, insect stings, and temperature extremes. The employee may also be exposed to blood and communicable diseases. A police officer may expect to encounter hostile or violent individuals and may be subject to verbal and/or physical attack or assault from such individuals, or may have gunfire directed at him or her.

A police officer is subject to shift rotation, and may be required to work overtime as the need arises. Subpoenaed appearances in court to testify in the prosecution of individuals charged with misdemeanor or felony offenses is a regular and ongoing occurrence and may occur on the police officer's day off or before or after a regularly scheduled work shift.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of federal, state, county, and city laws, regulation, ordinances, including domestic violence and juvenile criminal justice laws sufficient to carry out the duties of the position.
- Knowledge of criminal behavior, causes underlying criminality and social, psychological and physical needs of criminals/inmates sufficient to carry out the duties of the position.
- Some knowledge of basic computer functions and computerized record-keeping systems.
- Knowledge of National Information Management Systems (NIMS), Emergency Operations Center (EOC), personal protective equipment (PPE) procedures.
- Ability to assess, evaluate, react, take preventive measures in the event of a terrorist attack, and must possess knowledge of potential targets.
- Ability to learn and apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence and all other aspects of law enforcement.
- Ability to acquire effective skills in the use of firearms and other police related tools and when they should be used.
- Ability to read, understand and interpret ordinances, laws, and other operating procedures.
- Ability to physically restrain persons who may resist arrest.
- Ability to obtain all operator licenses, certifications or permits for equipment used such as radar, Breathalyzer, and the like.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to quickly make assessments of emergency situations, determine appropriate responses, act assertively and respond to situations firmly, courteously, and tactfully.
- Ability to establish and maintain effective working relationship with other employees.
- Ability to satisfactorily complete course work and training such as Basic Law Enforcement Academy established under the Washington State Criminal Justice Training Commission, and other in-service training methods,

procedures, and techniques of police work presented by other officers or supervisors.

- Ability to make arithmetic calculations accurately and rapidly.
- Ability and willingness to maintain confidentiality of all information acquired in the discharge of his or her duties.
- Ability to maintain personal health and good physical conditioning.
- Ability to exercise sound judgment under stress, particularly in crisis situations.
- Ability to deal with the public courteously and tactfully.
- Skill in observation and ability to remember details, such as names, faces, incidents, and other relevant details.
- Excellent skills in interpersonal relations.

#### **EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent, associate's degree preferred, and two years experience working with the public; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

#### **LICENSING AND CERTIFICATION**

- Valid Washington State driver's license.
- Successful completion of Washington State Criminal Justice Training Academy.
- Must be at least 21 years old.
- Must be able to qualify on the shooting range.
- Must have a driving and criminal record free of any convictions which relate to fitness to perform the job of police officer.
- Must be able to satisfactorily pass a medical examination, psychological examination, and background investigation.

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 balance the workload.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

*Equal Opportunity Employer – Americans with Disabilities Act  
The City of Bainbridge Island is an Equal Opportunity Employer. Women and  
minorities are encouraged to apply.*

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