

CITY OF BONNEY LAKE

Job Description

JOB TITLE: Reserve Police Officer

DEPARTMENT: Police

REPORTS TO: Police Sergeant

EFFECTIVE DATE: January 2006

SALARY GRADE:

SALARY RANGE: Unpaid

This is a part time, non represented position.

NATURE OF WORK

The Police Officer is responsible for initiating or responding to the scene of any incident requiring police attention. Maintain public peace and order; provide public protection to ensure safety and security of individuals and property; prevent crime; conduct investigations, collect related evidence; interview victims, witnesses and suspects; testify in court as applicable. The Police Officer must be well-versed in all State, County and City laws and ordinances, arrest laws, rules of evidence and rules of search and seizure.

ESSENTIAL JOB FUNCTIONS

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. Specific duties and responsibilities include, but are not limited to:

- Keeping current on the criminal statutes of the State of Washington and the ordinances of the City of Bonney Lake;
- Keep familiar with the rules, regulations, and policies of the Bonney Lake Police Department as set forth by the Chief of Police;
- Properly care for all City issued equipment assigned by the City to assist in performance of Officer duties;
- Patrolling the environments of the City of Bonney Lake to enforce the law, prevent crime, preserve the peace and public order, protect the citizens and property. Process complaints, arrest offenders, conduct routine investigations, prepare and submit all required reports in an accurate and timely manner;
- Prepare for court testimony by insuring any physical evidence is present and be familiar with the facts to be able to testify in a knowledgeable manner;
- Report to superior officer any hazardous conditions, equipment problems or matters of intelligence;
- Investigate crime scenes and perform all functions related to collection and preservation of evidence;
- Locate and interview victims, suspects and witnesses. Assure that all interrogations and interviews are in accord with legal guidelines and accepted law enforcement practices;
- Obtain search warrants. Ensure that all searches are conducted in accord with legal guidelines and accepted law enforcement practices;

- Perform traffic control function as necessary. Facilitate traffic flow and safeguard against accidents;
- Perform crowd control function as necessary;
- Develop knowledge regarding streets, landmarks, local activities, known criminals, locations of frequent criminal or hazardous conduct or any other matters of police interest in the community;
- Respond to calls for police service. Assist in resolving criminal issues with warnings, citations or arrest. Assist in resolving civil and non criminal issues through mediation or referral;
- Respond to traffic accidents or other medical emergencies and render necessary first aid or CPR until medically trained responders arrive. Investigate the situation and file the appropriate police report;
- Use forces as necessary and in accord with departmental policy and procedures to effect, protect self or others from physical harm;
- Transport and book prisoners into detention facilities;
- Testify in court proceedings when required by subpoena;
- Perform other duties and responsibilities as directed by the Chief of Police, Lieutenant, Sergeants or as may be contained in the Bonney Lake Police Department and Civil Service Rules and Regulations;
- Must be on time for duty hours, dressed in proper uniform, neat appearance, and be physically fit for duty.

EDUCATION, EXPERIENCE, & TRAINING

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the applicant will possess the following abilities or aptitudes to perform each duty proficiently.

- Knowledge of all aspects of the law enforcement profession sufficient to perform the full scope of responsibilities entitled above;
- Successful completion of the Police Officer Civil Service Examination
- Must be able to communicate effectively with the public and other City employees using the English language;
- A demonstrated ability for accuracy in working with multiple tasks at the same time is essential;
- Must exhibit an ability to use his/her “common sense.”
- Must have combination of experience and training as outlined in the recruiting requirements that provides the desired skills, knowledge and abilities.

RECRUITING REQUIREMENTS

- Must be 21 years of age;
- Must be High School graduate or GED equivalency;
- Possess valid Washington State driver’s license;
- Must be a U.S. citizen;
- No felony convictions;
- Will earn extra points if from Bonney Lake Reserve Police Officer;
- Must possess computer skills;
- Ability to read, write and speak the English language fluently;

- Must be willing to work various shifts to include nights, holidays, weekends, and on-call as needed;
- Must have excellent communications skills an ability to make decisions during stressful situations.

WORKING CONDITIONS

Work is performed both in the field and in an office setting. The primary function of this position requires sitting for a long period of time mostly in patrol vehicles. The incumbent must be willing to work varied shifts.

PHYSICAL REQUIREMENTS

Must be able to perform and carry out general police duties. Hand-eye coordination is required to work with computers. Employee must be able to communicate verbally via telephone and in person.

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 and other employees.

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 working in other functional areas to cover absences or relied, to equalize work peak periods or otherwise to balance the workload.

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.