

**CITY OF BONNEY LAKE  
POSITION DESCRIPTION**

Class Title:	Reserve Police Officer	Grade Number:	N/A
Department:	Police	FLSA Status:	N/A
Division:	Patrol	Union:	N/A
Date:	July, 2011	Location:	Public Safety Building

**GENERAL PURPOSE**

Performs a variety of routine and complex general duty police work involving the protection of life and property; the enforcement of City, State and Federal laws, prevention and investigation of crimes and maintenance of order.

**SUPERVISION RECEIVED:**

Works under the general supervision of a Bonney Lake Police Sergeant.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES,**

Maintains current knowledge of applicable local, state and federal laws and the rules, regulations and policies of the Bonney Lake Police Department as set for by the Chief of Police.

Patrols the area(s) of the City of Bonney Lake to enforce laws, prevent crime, preserve peace and order, and provide public protection to ensure safety and security of individuals and property; Initiates and/or responds to calls for service or the scene of any incident requiring police attention; Maintains public peace and order; Submits all required reports in an accurate and timely manner.

Assists in resolving criminal, non criminal and civil issues up to and including but not limited to warnings, mediation, reports, referral reports to outside agencies, infractions, citations or arrests.

Processes complaints, arrests offenders, conducts routine investigations; obtains search warrants, collects and preserve related evidence; interview victims, witnesses, and suspects; Assures that all work is in accord with legal Federal, State and City guidelines, Bonney Lake Police Department Policies & Procedures, and accepted law enforcement practices.

Develops knowledge regarding streets, landmarks, local activities, known criminals, locations of frequent criminal or hazardous conduct or any other matter of police interest in the community; Participates in crime prevention initiatives.

Responds to traffic collisions or other medical emergencies and renders necessary first aid/CPR until medically trained responders arrive. Performs traffic and crowd control functions as necessary; Facilitates traffic flow and safeguard against collisions.

Properly cares for all City issued equipment assigned by the City to assist in the performance of duties.

Testifies in court proceedings when required by subpoena; Prepares for court testimony by ensuring any physical evidence is present upon request of the prosecuting attorney; Review reports; Familiarizes self with the facts to be able to testify in a knowledgeable manner.

Uses force as necessary and in accordance with current departmental policy and procedures; Protects self and others from physical harm.

Transports and books prisoners into detention facilities.

Reports to superior officer any hazardous conditions, equipment problems or matters of intelligence.

Arrives to work on time for duty hours, dressed in proper uniform, neat appearance, and physically fit for duty.

Signs, understands and is committed to the Oath of Office. Reads, understands and maintains a current copy of the Police Department policy and procedures operations manual.

Volunteers at least 20 hours each month to maintain an active status as a Reserve Police Officer.

#### PERIPHERAL DUTIES

Performs other duties and responsibilities as assigned by superiors or as contained in the City policies, Police Department Policies or Civil Service Rules.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a standard high school, vocational school or equivalency; and
- B. Successful completion of the Washington State Criminal Justice Training Center Reserve Law Enforcement Academy.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of computers and standard office software; considerable knowledge of local, state and federal laws relating to law enforcement; knowledge of modern police methods and procedures; knowledge of laws of arrest, search and seizure; knowledge of principles of crime and accident investigation; knowledge of basic techniques for crime prevention and criminal investigations; knowledge of identification and preservation of evidence; knowledge of organization and planning; knowledge of geography and street locations; knowledge of first aid principles and applicable procedures.
- B. Ability to operate police vehicle and other police equipment in all situations; Ability to deal with the public in a courteous, firm and effective manner; Ability to work as an

individual or as a team to accomplish a goal or objective; Ability to analyze dangerous situations rapidly and accurately and adopt an appropriate course of action; ability to work and maintain control in stressful, hostile and hazardous situations; Ability to enforce applicable laws; Ability to prepare clear, concise and accurate reports; Ability to understand and carry out oral and written instructions; Ability to effectively communicate with the public and other City employees using the English language; Ability to establish and maintain effective working relationships with employees, elected officials, and citizens; Ability to demonstrate accuracy in working with multiple tasks at the same time; Ability to exhibit good judgment and decision making.

C. Skill in operation of listed tools and equipment;

D. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. The position requires the ability to effectively meet and deal with internal customers and the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; the ability to diplomatically deal with and deescalate difficult people and situations. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

#### SPECIAL REQUIREMENTS:

Valid Washington State Driver's License or ability to obtain one. Ability to read and write the English language. United States citizen, good physical condition, not less than 21 years of age at the time of examination. Ability to pass entrance examination (physical fitness and cognitive) successfully and meet the minimum medical and health standards adopted by the Civil Service Commission. **Stringent personal background investigation; polygraph examination, psychological evaluation conducted by a licensed psychologist; and a medical physical, including a drug-screening test.**

#### TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; vehicles, radars, cameras, and specialized law enforcement equipment.

#### PHYSICAL DEMANDS

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 for long periods of time, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to walk, operate a vehicle and assigned equipment. The employee is required to work a variety of shifts.

The employee must occasionally lift and/or move more than 50 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 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 frequently works in outside weather conditions. During emergencies, the employee may occasionally work near moving mechanical parts; in high, precarious places; and with explosives; may be 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 occasionally loud in the field and quiet in the office.

Outdoor exposure will occur, possibly in inclement weather.

#### CORE VALUES OF THE CITY OF BONNEY LAKE

We are a team of dedicated professionals who respect our community and one another. We serve the public need with integrity, and will be held accountable for our actions. We choose to be united in our service to each other and our citizens. Below are a list of six core values that we encourage all our employees to embrace.

Professionalism – Being ambassadors of the City by providing expert service delivery.

Service – Giving helpful assistance or advice to our customers.

Accountability - Performing the duties of my position in a responsible way.

Respect – Fairly considering the rights, opinions and ideas of others.

Integrity – Acting in harmony with the laws and values of the City.

Teamwork – Working together to best serve the community.

It is our intention that the qualified applicant will embrace these values as well.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and extensive background and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.