

City of Washington Job Description Police Officer – School Resource/DARE

Status: Full-time

FLSA Status: Non-exempt

Department: Police – Patrol Division

Immediate Supervisor: Lieutenant, Sergeant or Senior Officer on Duty

General Purpose of Position

Performs a variety of crime prevention and other related duties to ensure overall public safety in the public schools

Major Duties and Responsibilities (Essential Functions)

Serves as the City's School Resource Officer

- Serves as the initial contact when problems arise
- Works with students and parents on various issues
- Serves as a liaison between the school district and the City when needed
- Checks buildings and reviews security measures, meet with School Safety Director
- Conducts in-school training sessions for staff
- Patrols traffic before and after school.
- Interacts with students during lunch hours
- Transports children when needed

Serves as the City's D.A.R.E. officer in the public schools

- Obtains or develops appropriate curriculum for age groups
- Purchases materials and supplies needed for program
- Implements programs at public schools as scheduled
- Works with teachers and parents as needed to resolve issues or problems as they arise
- Completes program evaluation as necessary
- Writes and submits reports as required

Serves as the City's Juvenile Officer

- Acts as the truancy officer
- Works with Juvenile Court prosecutors and staff when juvenile-related incidents occur
- Works with County law enforcement on issues that are multi-jurisdictional
- Cooperates on narcotics cases where juveniles are involved

Identifies criminal offenders and criminal activities while on patrol

- Identify problems that are potential violations of the governing laws and statutes
- Communicates with other patrolling officers
- Enforces the ordinances in the city, county, and state
- Patrols residential and business districts throughout the city
- Performs physical and visual checks on buildings as necessary
- Maintains radio contact with the Dispatcher

Apprehends and arrests offenders

- Pursues suspects in vehicle or on foot
- Follows appropriate search procedures on suspects
- Advises suspect of applicable rights, handcuffs and places suspects in custody

- Transports and processes evidence and property according to departmental procedures, impounding vehicles as appropriate
- Escorts suspect to police station
- Photographs and fingerprints suspect, places suspect into cell as necessary or transports to another facility
- Completes and files all appropriate paperwork

Participates in court proceedings

- Works with prosecutors and attorneys as needed
- Prepares evidence and testimony
- Testifies in court when called
- Serves as Court Bailiff as needed

Responds to calls for service

- Responds to radio dispatch and citizen's calls
- Provides assistance, counsel and information to citizens
- Assists other public safety organizations with crowd control as needed
- Facilitates the movement of vehicular and pedestrian traffic
- Evaluates circumstances at the call site
- Determines if back-up is needed and calls for it when necessary

Enforces parking ordinances and motor vehicle laws

- Initiates traffic stops
- Writes tickets or gives warnings as deemed necessary
- Runs license plates and drivers' license checks
- Takes and writes necessary reports

Performs other duties related to departmental activities

- Maintains weapons and equipment
- Serves warrants and delivers summons, subpoenas, and other official papers
- Serves on special teams, task forces, or public relations committees
- Provides specialized services within the department, such as firearms trainer, evidence technician, etc.
- Cooperates and coordinates with other law enforcement agencies
- Maintains all required professional certifications

Marginal Duties and Responsibilities

- Serves as the Senior Police Officer as needed
- Performs other duties as directed

Job Context

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes, airborne particles, poor ventilation, poor lighting, cramped spaces; toxic or caustic chemicals, methamphetamine, mace, narcotics, and outside weather conditions. The noise level in the work environment is usually loud. This position is exposed to very stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, dangerous situations. This

position may be called out 24 hours a day or work on a shift to include evenings, nights, weekends and holidays. This position may have very long hours.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk; use hands to finger, handle, hold or grip, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to run, sit, climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does generally occur including wearing protective gear and clothing that weighs over 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

Required Education and Experience

High school diploma or its equivalent. One year to two years related experience and/or associate's degree; or equivalent combination of education and experience.

Preferred Education and Experience

Two to three years related experience and/or training; or an equivalent combination of education and experience. an Associate's Degree from an accredited college in Criminal Justice or related field is preferred. One year of law enforcement experience is desired.

Licenses and Certifications

The person in this position must have all state- and City-required certifications completed and up-to-date and must have a valid Missouri driver's license. Ongoing professional development is required to maintain certifications.

Knowledge, Skills and Abilities

Officer must meet mandatory physical performance standards completed through testing and certification and yearly re-certification. Failure to pass certification/recertification can result in termination.

Officer must be proficient with Department firearms, tasers, pepper spray and defensive tactics. Failure to pass certification can result in termination.

Knowledge

- Knowledge of proper care of canine, including nutrition and basic medical needs
- Knowledge of federal, city and state laws, codes and ordinances, including due process
- Knowledge of principles and practices of investigations including interviewing
- Knowledge of policies and procedures related to effective investigations
- Knowledge of federal and state statutes regarding narcotics trafficking, distribution and possession, and detention
- Knowledge of police procedures, patrol, communications and investigative techniques
- Knowledge of proper use of physical restraints
- Knowledge of evidence gathering
- Knowledge of firearms, maintenance, safety and cleaning
- Knowledge of layout of the City and City streets
- Knowledge of proper grammar and the use of English in speaking and writing
- Knowledge of computer operations and applications, including word processing and spreadsheets

- Knowledge of principles and processes for providing customer and personal services. This includes identifying customer needs, meeting standards for service and customer satisfaction

Skills and Abilities

- Ability to speak effectively before groups of customers or employees of organization, effective communication skills orally and in writing
- Ability to write routine reports and correspondence
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to prioritize daily work flow
- Ability to meet specified or required deadlines
- Ability to maintain accurate records
- Ability to attend to duties reliably and predictably
- Ability to follow departmental and City policies and procedures
- Ability to maintain confidentiality
- Ability to use various types of office software, including word processing and spreadsheets
- Ability to establish and maintain effective working relationships with a wide range of people

Supervision

None

Signature and Approval

Employee

Date

Department Director

Date

Human Resources

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.