

Lateral Police Officer **Job Description**

GENERAL STATEMENT

The City of Langley is currently accepting applications for the position of a Lateral Police Officer starting July 1st, 2014. A police officer for the City of Langley performs a full scope of law enforcement duties in protecting life and property, conducting investigations, working in partnership with the local school district and the enforcement of laws and ordinances. Due to the small size of the department, the officer will participate in assignments involving support-type services. Due to the strong sense of community, an officer will act at all times to the best interest of the police department's role in being a service organization to the community on or off duty. Applications will be accepted until July 21, 2014. The City of Langley is an equal opportunity employer.

Pay and Benefits

The City of Langley offers competitive pay and benefits using Regence Blue Shield medical coverage offering Medical and Dental plans for employees and family members. The city uses a salary schedule consisting of a 10-step compensation grid. Salary will be \$24.00 - \$28.70 per hour. Additional specialty and educational pay available depending on qualifications. Excellent vacation, holiday and sick leave accrual.

Collective Bargaining Unit

Each police officer has the opportunity to become a member of the Langley Police Guild bargaining unit.

Controls Over Work

Is directly responsible to the Police Chief or his designate. Carries out investigations or other assignments in accordance with department rules, policies and procedures. All duties are carried out in conformance with State, Federal, County and City laws and ordinances. The officer will act in conformance to laws of arrest, search and seizure, constitutional rights of citizens, rules of evidence, and recognized investigative techniques and procedures. While some duties will involve supervision and direction, most actions will require the officer to exercise independent discretion without direct supervision.

Special assignments involving investigations or special details are received from the Police Chief or his designate. You will be tasked with working as school liaison officer with the South Whidbey School District providing information and assistance to school staff, students and parents.

Illustrative Examples of Work

Uses a patrol vehicle or foot patrol to patrol city streets, parks, commercial and residential areas to preserve the peace, control vehicular traffic, prevent unlawful conduct, detect and investigate violations of law. Is alert for violations of traffic laws, abnormal situations such as broken windows, open doors, and suspicious activity. Detains and investigates persons involved in suspicious circumstances. Issues warnings or citations to traffic violators. Enforces all laws fairly and impartially as determined by responsible judgment.

Responds to requests for service by citizens involving all types of police activity such as, traffic complaints, animal control complaints, civil or domestic disputes, crime investigations of theft or burglary, crimes in progress, and crimes against children. Situations encountered can also range from very minor situations not involving any crime assisting the public to felony crimes involving stress, violence, and immediate danger to others or to the officer. Interviews victims, witnesses

and suspects. Secures and preserves evidence. Records notes and diagrams crime scenes. Analyzes and evaluates evidence, statements and arrests suspects.

Prepares a variety of reports and records including officer's logbook, investigative reports, warnings and correction notices, issues citations, evidence tags, criminal history forms, impoundment forms and various others. Prepares cases for giving testimony and testifies in court proceedings. Performs miscellaneous other duties as assigned including care and maintenance of department equipment, records, supplies and facilities.

Performs duties as School Resource Officer with South Whidbey School District. The mission of the School Resource Officer (SRO) is to provide a uniformed police presence at school campuses within the South Whidbey School District to increase safety and security for students, staff, and property. In addition, the school resource officer will serve as a positive resource to the school and surrounding community.

Goals

- Establish a safe, secure, and orderly learning environment for students, teachers, and staff.
- Promote good citizenship, respectful behavior and a respect for the law.
- Serve in an advisory role and resolve problems that a sworn police officer is uniquely qualified to handle by virtue of training, experience, contacts and qualifications that may otherwise not be accessible within the school community.
- Establish trust relationships by developing rapport and open communication, thus reducing the barriers between youth and the police.
- Serve as a positive role model to promote and enhance the image of police officers and the law enforcement profession.

Provides special patrol emphasis for assignments such as security foot patrols, crowd or traffic control details and special event coverage. This function concentrates on police efforts to meet the needs of special events. Takes immediate appropriate law enforcement action as necessary to insure safety and the success of the event.

Maintains proficiency in the use of firearms, patrol procedures and stays abreast of current criminal law and procedures. Participates in training opportunities.

Qualifications Required

Current peace officer certification with Washington State. Minimum of two years law enforcement experience. Langley Military veterans RCW 41.04 will receive preference points. Must be in good physical shape without physical defects that would prohibit participating in all facets of police work. Arrest and traffic records must be clear of serious convictions with any felony disqualifying. Must meet all current requirements of the Langley Civil Service Commission.

Must have the ability to communicate well, speak clearly, to insure proper communication in handling the public in both normal and emergency situations. Must have an attitude of concern to preserve the peace and serve the public. Must have the ability to employ good common sense and use sound judgment in dealing with the public in normal and stressful emergency situations. Must be concerned with Police/Community relations.

Must have the ability to properly use methods of restraint and employ only necessary force. Requires proficiency in the use of departmentally accepted weapons and requires ongoing firearm qualification. Requires knowledge of a wide variety of State laws and municipal ordinances, civil rights, investigative techniques and adherence to department policies, directives and orders. Must reside within fifteen minutes response time to the City limits of Langley. Take home car available to those living within 15 miles of Langley city limits.