



City of Cheney
Employment Opportunity

LATERAL POLICE OFFICER

SALARY RANGE: \$4,277-\$5,717 PER MONTH; FLSA NONEXEMPT

BARGAINING UNIT: CHENEY POLICE GUILD

APPLICATION DEADLINE: 5:00 P.M., DECEMBER 14, 2015

Minimum Qualifications

- Must be presently working as a police officer or have worked as one within the last two years.
- Must have completed the Washington State Police Academy or equivalent.
- Must be physically fit.
- Must be able to pass polygraph, psychological, and medical examinations including drug testing.
- Must have a valid driver's license and possess a good driving record.

Duties and Responsibilities

The police officer works under the general supervision of the police sergeants and may be assigned to patrol or investigative responsibilities. Police officers work rotating schedules and shifts around the clock and throughout the year. The assignments involve independent judgment and the careful application of training, law, policy, procedure, and directives. The police officer is responsible for general police duties in the enforcement of the laws, prevention of crime, and other public services as needed to ensure security and safety of persons and property within the city.

Police officers are expected to maintain consistent attention and commitment to the agency's mission and vision and to abide by the department's guiding principles. All assigned duties and tasks are expected to be performed in an effective, efficient, and safe manner. The jobholder must accept the responsibility to support the organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of the time without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line with the agency's vision, mission, goals, and objectives.

Major duties involve taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, preparing and/or serving civil processes, ensuring the protection and safety of persons and property, and securing and protecting prisoners. When not responding to calls for service, the incumbent is expected to use self-directed work time in an efficient manner by self-initiating

work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the incumbent may be required to temporarily assume the duties, activities, and tasks of superior officers.

Essential duties and responsibilities include the following:

- Have regular and predictable attendance.
- Get along well with others.
- Maintain a state of physical and mental fitness and readiness.
- Learn present and new job skills.
- Be efficient and productive.
- Be cooperative and subordinate.
- Qualify with firearms and other offensive and defensive weapons.
- Use appropriate levels of physical force to control and arrest violent and nonviolent law violators.
- Maintain the confidence and trust of peers, superiors, and the general citizenry.
- Be able to work the majority of time without direct supervision.
- Subordinate personal preferences to the lawful directives of management.
- Adjust to changing work conditions.
- Ensure the general safety of the public
- Drive emergency vehicles under stressful conditions.

Essential Functions of the Job

Police officers work out of the Cheney Police Department and are assigned patrol shifts or specific investigative assignments. The police officer may be assigned to patrol by motor vehicle, foot, bicycle, or other conveyance. The office work and reporting requirements are carried out in space provided for that purpose within the Police Department facility.

The employee has regular public contacts in both criminal and noncriminal situations and is responsible for the safe and proper execution of such contacts. The police officer is responsible for the maintenance of law and order; apprehension of offenders; regulation of human behavior; enforcement of all laws, both criminal and traffic infractions; investigation of reported crimes, accidents, and disasters; and all related public services and duties as may be directed for the public good.

Duration of Rank

The police officer moves from a probationary status of one year duration to senior officer with commensurate pay increases at set increments, according to salary ordinance and union contract.

Additional Examples of Work Performed

The police officer patrols the city throughout the day and night looking for problems that need to be corrected; enforcing criminal laws as observed or called to; and enforcing traffic laws, both criminal and civil. The police officer issues citations, directs traffic, receives information for crime reports, writes reports, investigates crimes, makes arrests, books and processes prisoners, interrogates persons suspected of crime, testifies in court, abates hazardous conditions, and assists with the maintenance of peace and order. The police officer should be prepared to do any number of things which would accomplish the mission of public service for the safety and welfare of the citizens.

Required Knowledge and Abilities

The employee must demonstrate the ability to learn, understand, and execute complicated laws, policy directives, and other instructional training materials. The employee must be able to keyboard without difficulty and also complete forms by hand away from the station. The position requires operation of a standard equipped motor vehicle, proficiency with a handgun and shotgun, as well as an authorized baton. The employee must have the ability to run, speak clearly, and be understood when using the radio. The employee must be able to reasonably restrain other people when necessary to do so. The position requires some standing for long periods of time in order to direct traffic or maintain integrity of a crime scene. In the ordinary course of criminal investigations, it may be necessary to do some climbing and/or scaling of fences in order to pursue wanted persons or conduct a search for evidence.

This position requires the ability to write accurate reports of incidents and activities and give clear testimony in a court of law. The employee must be prepared to share a commitment to willfully risk personal safety when necessary to act on behalf of the life of an innocent person. The police officer must carry out his or her duties with professional aplomb at all times and stand ready to take any action, including the use of deadly force, necessary to facilitate the basic objective of protection of life and property.

Removal

Removal can be with or without fault of the jobholder or the agency. Economic conditions that cause reductions in work force; the member's inability to attend regularly to work; being medically, psychologically, or physically unfit for duty; and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the agency's mission and uphold the oath of office, failure to behave in a manner that supports the Police Officer's Code of Ethics, failure to continually comply with preconditions for original employment, or failure to display due regard for the civil liberties of any persons will lead to removal with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of close supervisory counseling or remedial training will lead to removal with or without fault.

Application Procedure

A City of Cheney employment application form may be downloaded from our website at www.cityofcheney.org/employment or by calling the City of Cheney at 509-498-9203 to have an application sent to you. Completed applications must be received in the Human Resources Office by 5:00 p.m. on Monday, December 14, 2015.

A complete application packet will include the following:

- Completed and signed City of Cheney application form
- Cover letter and chronological résumé
- Documents verifying any and all law enforcement training
- Official transcripts for college or university degrees

The City of Cheney is a drug-free, Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.