



CHENEY POLICE DEPARTMENT

LATERAL POLICE OFFICER

Position Information

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| Salary Grade: | Police Guild Union Scale - Officer |
| Salary Range: | \$5164-\$6280 per month (3% raise in 2020) |
| Position Work Schedule: | Rotating Shift Schedules |
| Employment Category: | Full-Time |
| Union Affiliation: | Police Guild |
| FLSA: | Eligible for Overtime |

Definition

The police officer position is an entry level rank for persons who have completed the Washington State Basic Police Academy or who are eligible to hold a certificate of equivalency issued by the Washington State Criminal Justice Training Commission.

Minimum Qualifications

Lateral applicants are preferred to have an AA degree OR a minimum of 90 credit hours toward a bachelor's degree from an accredited institution. Law Enforcement experience will be accepted on a case by case basis.

Lateral candidates must be currently working as a police officer or have worked as one during the last two years. Lateral candidates must have full-time experience as a certified, nonmilitary police officer. Lateral candidates from states other than Washington must have the ability to obtain Basic or Equivalency Law Enforcement certification by the Washington State Criminal Justice Training Commission within the probationary period.

Preference will be given to candidates with military service and those with experience working for the Cheney Police Department.

Successful candidates must be physically fit and able to pass polygraph, psychological, and medical examinations including drug testing.

All applicants must have a valid Washington State driver's license and possess a good driving record. Candidates must be 20 years of age at the time of application and 21 years of age at the time of employment. Candidates must be a U.S. citizen.

Supervision Received

The police officer works under the general supervision of the police sergeants and may be assigned to patrol, school resource officer, or investigative responsibilities. The assignments involve independent judgment and the careful application of training, law, policy, procedure, and directives.

Duties and Responsibilities

Police officers work rotating schedules and shifts around the clock and throughout the year. A police officer is responsible for general police duties in the enforcement of laws, prevention of crime, and other public services as needed to maintain the peace and ensure security and the safety of persons and property within the city.

All assigned duties and tasks are expected to be performed in an effective, efficient, and safe manner. The employee 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 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 employee 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 employee may be required to temporarily assume the duties, activities, and tasks of superior officers.

Essential Functions of the Job

Essential functions 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 respectful to all.
- Qualify with firearms and other defensive weapons.
- Use appropriate levels of physical force to control and arrest violent and nonviolent law violators.
- Have a sincere desire to serve the community.
- Maintain the confidence and trust of peers, superiors, and the general citizenry.
- Be able to work a majority of the time without direct supervision.
- Subordinate personal preferences to the lawful directives of management.
- Adjust to changing working conditions.
- Maintain the peace and ensure the general safety of the public.
- Drive emergency vehicles under stressful conditions, while communicating on the police radio.

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 administrative duties and reporting requirements are carried out in the field or spaces 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

A probationary police officer serves a probationary period of one year in duration. The probationary period may be extended due to performance issues. After successfully completing the probationary period, the police officer will move through the salary range with commensurate pay increases according to the salary ordinance and the union contract.

Additional Examples of Work Performed

A 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 use a computer keyboard without difficulty and also complete forms by hand away from the station. The position requires operation of a fully equipped emergency police vehicle and proficiency with a handgun, rifle, shotgun, and baton, as well as pepper spray and Taser. 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 committed to willfully risking personal safety when necessary to protect the life of an innocent person. The police officer must carry out his or her duties with professionalism at all times and stand ready to take any action necessary, including the use of deadly force, to facilitate the basic objective of protection of life and property. Above all, a police officer must remain approachable, respectful, compassionate, and ethical at all times.

Removal

Removal can be with or without fault of the employee 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; a failure to perform competently on any of the critical tasks of the position; and 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, uphold the oath of office, behave in a manner that supports the Police Officer's Code of Ethics, continually comply with preconditions for original employment, or 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 must be completed on our website at www.cityofcheney.org/jobs. The position is open until filled; apply as soon as possible.

A complete application packet will include the following:

- Completed 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
- Check or money order in the amount of \$25

Call City of Cheney Human Resources at 509-498-9200 with any questions.

Selection Process

The selection process will consist of a panel interview and an interview of top candidates with the Chief of Police.

The panel interview and Chief of Police interviews will be on a date to be determined.

Candidates meeting the minimum qualifications will be contacted regarding the dates of interview panel appearance. Top candidates will be scheduled to meet with the Chief of Police at a date to be determined. The selected candidate, if not currently a Washington State commissioned officer, will be required to pass the Basic Equivalency Academy in Burien, Washington.

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.