City of Bellingham
Classification Specification

CLASS TITLE	**Police Officer (Full Performance)**
DEPARTMENT	**Police**
UNION:	**POLICE GUILD**
SG:	**29**
CS:	**Y**
FLSA:	**Y**
EE04CODE:	**PS**

NATURE OF WORK:

This position performs fully responsible, professional, general duty police work in the protection of life and property through the enforcement of laws and ordinances. After a period of formal and on-the-job training, employees in this class are responsible for independent law enforcement duties ranging from average to considerable difficulty and performed under general supervision of a sergeant or other ranking officer.

Work normally involves patrolling in an unaccompanied automobile, motorcycle, bicycle or on foot, and/or conducting detailed criminal investigations, traffic regulation, or community policing activities in a designated area on an assigned shift. Work involves a substantial element of danger and requires the responsible exercise of appropriate judgment in meeting critical emergency situations. Employees are sworn to act on behalf of the Police Department and the City of Bellingham and carry firearms in the performance of their duties.

Employees may be directed to work on, lead, or plan special projects or assignments which call upon specialized abilities and knowledge attained through experience as a uniformed officer. Work of this class may be reviewed by superior officers via personal inspection, reviews of reports and/or oral discussion.

ESSENTIAL FUNCTIONS:

1. Patrols a designated area of City on foot, bicycle, or in an automobile or motorcycle to investigate, deter and/or discover possible violations of criminal and vehicle (and/or boating) traffic laws, codes and/or ordinances. Maintains radio contact with the dispatch center.

2. Responds to calls, complaints or reports of the actual, possible or potential occurrence of specific criminal activity and takes appropriate action. This may include, but is not limited to, mediating civil disputes or interceding in domestic disturbances; maintaining peace; protecting persons; enforcing traffic laws; apprehending, controlling and arresting persons, including those who are violent and/or emotional; assisting disabled persons, motorists, and others; and providing information and direction.

3. Participates in community policing activities: gains familiarity with individuals, groups, businesses and special issues of assigned community; meets with and makes presentations to community groups; assists in neighborhood problem-solving projects; and sponsors public education programs and activities.

4. Administers immediate assistance to citizens in critical and/or emergency situations where the security of lives and/or property may be endangered. In the course of duty, officers are exposed to a range of physical injuries, accidents, child abuse, mental health concerns, or death where they may be required to administer first aid, CPR or other assistance prior to the arrival of emergency services, and to provide support to victims and families.

5. Secures and controls crime scenes and administers aid, may gather and/or supervise the collection of evidence and witness statements, and arrests or supervises the arrest(s) of suspects.

6. Appears in court to present evidence and testify against persons accused of crime; maintains or supervises surveillance over suspected criminals; arranges and/or participates in the return of fugitives from other cities or from outside the state.

7. Develops and maintains required skills through participation in intermediate or advanced training classes in law enforcement methodology, first aid, regular or special weapons/tactics and procedures and related subjects.

ADDITIONAL WORK PERFORMED:

1. Engages in specialized investigative assignments (e.g., Forensics, Drug/Gang Task Force etc.).

2. Performs specialized assignments (e.g., Neighborhood Resource Officer, Behavioral Health Officer, Canine Unit, SWAT etc.).

3. Works with other law enforcement agencies on special policing assignments and events and/or multi-jurisdiction emergencies as directed.

4. Performs special operations work such as raids and searches as directed.

5. Performs related duties as directed.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge:
- Considerable knowledge of investigation report preparation.
- Considerable knowledge of investigative interview practices.
- Considerable knowledge of crime prevention procedures.

Abilities:
- Willingness and ability to observe the law enforcement code of ethics.
- Considerable ability to exercise appropriate judgment under stress.
- Considerable ability/willingness to perform varied law enforcement task assignments.
- Ability to maintain effective relations with co-workers and with citizens from varied racial, ethnic and economic backgrounds.
- Ability to write clear, legible reports and accurately complete forms.

- Ability/willingness to work variable shifts including night, weekend and legal holiday hours.
- Ability/willingness to maintain physical fitness required to deal effectively with critical emergency situations.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Obtain and maintain Red Cross certification for Infant/Child and Adult CPR and Standard First Aid within 2 years of hire.
- Physical abilities to perform the essential functions of the job including:
    - Physical strength to restrain and control persons and physically defend self;
    - Manual dexterity to operate a motor vehicle or handle tools and guns in the performance of assigned tasks, including keyboarding, grasping and reaching.
    - Occasionally lift, push, carry and pull materials, objects or persons weighing up to 100 lbs using proper lifting techniques;
    - Frequently sit, stand, walk or ride a bicycle;
    - Occasionally run, jump, climb, balance, kneel, crawl or crouch;
    - Frequently communicate verbally;
    - Uncorrected vision in either eye of 20/100 or better, vision able to be corrected to 20/20 in better eye and 20/30 in lesser eye. Visual acuity including closeness, distance, color, peripheral and depth perception, with the ability to adjust focus and to read a computer screen and typewritten page;
    - Hearing from 0-25 decibels.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in any and all property existing in the City of Bellingham and its environs. This involves working in a variety of environmental conditions and may require: walking, sitting or standing for long periods; running, climbing, jumping, or physical exertion in inclement weather; physical agility in slippery conditions, mountainous or uneven terrain, or in water. Officers work in unaccompanied automobile, motorcycle, bicycle or on foot patrol, maintaining contact with the dispatch center. There is exposure to high-risk situations which require emergency response procedures such as the use of masks, gloves, etc. to prevent contact with infectious diseases; and the use of protective clothing, equipment, firearms and other gear. While in uniform and/or driving a police vehicle, the Police Officer will not be allowed to use or display any tobacco product. Officers work rotating shifts including evenings, weekends and holidays.

EXPERIENCE AND TRAINING REQUIREMENTS:

Entry Full Performance Police Officer Requirements:

- Successful completion of the Washington State Criminal Justice Training Commission (WSCJTC) Basic Law Enforcement Academy and active commission; OR
- Successful completion of an approved law enforcement training academy and ability to meet standards prescribed by WSCJTC for eligibility and successful completion of Basic Law Enforcement Equivalency Academy.

AND

- Associate's Degree or two years (90 quarter/60 semester hours) of general education course work toward a degree at an accredited college or university, OR
- High School Diploma or equivalent, AND
- Four years of active military service with honorable discharge (four years of military service may be substituted for two years of general education course work toward a degree at an accredited college or university)

- Bilingual proficiency highly desirable.

NOTE: Upon successful completion of the Basic Law Enforcement Academy and meeting the requirements for Entry Full Performance Police Officer, Recruit Police Officers will receive a non-competitive promotion to the Full Performance Police Officer classification the first day of the pay period following academy completion.

Experienced (Lateral) Full Performance Police Officer Requirements:

- Successful completion of WSCJTC Basic Law Enforcement Academy and active commission; OR
- Successful completion of an approved law enforcement training academy and ability to meet standards prescribed by WSCJTC for eligibility and successful completion of Basic Law Enforcement Equivalency Academy;

AND

- Associate's Degree or two years (90 quarter hours/60 semester hours) of general education course work toward a degree at an accredited college or university; OR
- High School Diploma or equivalent, AND
- Four years of active military service with honorable discharge (four years of military service may be substituted for two years of general education course work toward a degree at an accredited college or university)

AND

- Two years (Twenty-four months) of full-time paid duty as a sworn police officer in a civilian governmental jurisdiction providing general law enforcement services, and be in said position at the time of application, or retain active commission.

OR

- Four years of full-time paid duty as a sworn police officer in a civilian governmental jurisdiction providing general law enforcement services and be in said position at the time of application, or retain active commission (two additional years of experience may substitute for two years of general education course work toward a degree at an accredited college or university).

- Bilingual proficiency highly desirable.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.
- Employment contingent upon passing a psychological and general medical evaluation.
- Employment contingent upon passing a pre-employment drug test.
- Lateral applicants currently employed and meeting physical standards as police officers in another jurisdiction are accepted as able to meet the physical requirements of the job.

- Possession of, or ability to obtain, Red Cross certification for Infant/Child and Adult CPR and Standard First Aid.
- Valid Washington State driver's license or ability to obtain within 30 days of Washington State residency and good driving record. A three-year driving abstract must be submitted prior to hire, with periodic submission of driving abstract per City policy.
- Attainment of the age of 21 years.
- Must be a U. S. citizen, deferred action for childhood arrivals recipient, or a registered permanent resident able to work in the United States. Washington State residency by time of hire.
- No record of felony convictions.
- Misdemeanor convictions will also be reviewed. A misdemeanor conviction will not necessarily disqualify an applicant but offenses, by their nature and recentness, may reveal a lack of specific qualifications for this position.

- A standard 12-month Civil Service probationary period applies for all officers following placement into the Full Performance Police Officer classification.

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