City of Bellingham
# Classification Specification

| | |
|---|---|
| **CLASS TITLE** | **Police Officer (Recruit)** |
| **DEPARTMENT** | **Police** |
| **UNION:** | **POLICE GUILD** |
| **SG:** | **28** |
| **CS:** | **Y** |
| **FLSA:** | **Y** |
| **EE04CODE:** | **PS** |

## NATURE OF WORK:

Participates in formal and on-the-job training in law enforcement principles, techniques and procedures, departmental organization, rules, policies, and related laws. Also receives training in the use, care and maintenance of assigned equipment.

## ESSENTIAL FUNCTIONS:

1. Attends a 720 hour Basic Law Enforcement Academy, which will provide classroom and field instruction in basic police procedures, techniques and laws.

2. Participates in on-the-job training under the direct supervision of an experienced training officer. Observes and assists experienced officers responding to calls and requests for police assistance.

3. May assist in conducting investigations and participate in legal search and surveillance activities.

4. Participates in range training as assigned.

5 Attends meetings and prepares reports as assigned.

## ADDITIONAL WORK PERFORMED:

1. Performs related duties as directed.

## PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- General knowledge of geography and street locations.
- Basic knowledge of Department policy and procedure.
- Basic techniques of crime prevention.
- Basic techniques of criminal investigation.
- Basic knowledge of laws of arrest, search and seizure including legal ramifications of action taken.

Ability to:

- Willingness and ability to observe the Law Enforcement Code of Ethics.
- Ability to exercise appropriate judgment under stress.
- 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.
- Willingness and ability to 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.

**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. There is exposure to high-risk situations which may 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 in a police vehicle, the Police Officer Recruit will not be allowed to use or display any tobacco product. Recruits may be required to work varied hours as needed including evenings, weekends and holidays.

**EXPERIENCE AND TRAINING REQUIREMENTS**:

- 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)
- 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.
- Must pass physical fitness trainability standards of the Washington State Criminal Justice Training Commission, Basic Law Enforcement Academy.
- 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 by time of hire 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.
- Police Officer Recruits must successfully complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy.
  NOTE: Employees will remain in the Recruit classification in probationary status prior to and while attending the Police Academy. With successful completion of the Police Academy, the employee shall move to the Full Performance Police Officer classification in a non-competitive promotion effective the first day of the pay period immediately following such academy completion. A standard 12-month Civil Service probationary period applies for all officers following placement into the Full Performance Police Officer classification.

**PREPARED BY**: A. Sullivan
4/14

**REVIEWED BY:**_____
Rebecca Mertzig
Chief of Police

REVISED BY: A. Sullivan
5/18
A.Sullivan
6/23
J. Honga
8/24

**COMMISSION ADOPTION**: August 14, 2024