City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	**Police Traffic Officer**
DEPARTMENT	**Police**
UNION:	**POLICE GUILD**
SG:	**30**
CS:	**Promotional**
FLSA:	**Y**
EE04CODE:	**PS**

NATURE OF WORK:

Patrols City streets on Police motorcycles and occasionally by regular Police automobiles. Issues citations for traffic offenses and identifies areas needing traffic enforcement. Investigates hit and run accidents and fatal car accidents. Enforces the weights and measures of commercial trucks. Responds to calls as needed.

DISTINGUISHING CHARACTERISTICS:

Position distinguished from other officers by responsibility for the enforcement of City and State traffic laws and appointment to the Traffic Division. Reports to the Sergeant holding assignment as Traffic Sergeant.

ESSENTIAL FUNCTIONS:

1. Patrols city streets for violations of the Traffic Code. Operates Police motorcycles and regular Police cars, including the operation of a radar unit and radio, in the performance of his or her duties.

2. Issues citations and notices of infraction to traffic violators and obtains relevant information including the violator's name, address and vehicle license number. Explains the reasons for issuing citations and methods of paying or contesting them to the public.

3. Appears in Court when a citation or notice of infraction is contested and explains the circumstances and reason for issuing it.

4. Investigates hit and run accidents that occur during shift and performs follow ups on hit and run accidents as assigned. May perform investigations outside the city limits in unincorporated areas of the county.

5. Investigates fatal accidents and Police vehicle accidents. Interrogates witnesses, draws diagrams and takes measurements to describe the accident scene. Utilizes total station forensic mapping system to document evidence.

ADDITIONAL WORK PERFORMED:

1. Identifies areas within the City needing traffic enforcement and reports them to the Traffic Sergeant.

2. Issues citations or notices of infraction to commercial trucks for violations of City and State laws pertaining to weights and measures.

3. Educates public school children about safety and law enforcement through programs and presentations.

4. Inspects equipment on all "for hire" vehicles operated as businesses in the City for conformity to City and State law.

5. Provides parade detail and escort for funeral service vehicles as assigned and per departmental procedures.

7. Sets up digital speedwatch trailer as assigned.

6. Performs duties of a Police Officer as assigned. Responds to calls as needed.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- All the knowledge, skills and abilities required of a full-performance Police Officer.
- Knowledge of the City and State Traffic Code including Titles 9 and 9A.
- Knowledge of the names of City street and buildings.
- Knowledge of math sufficient for drawing accurate diagrams and taking measurements.
- Effective oral and written communication skills in order to gather information, deliver clear and accurate court testimony, and prepare complete and concise written reports.
- Decision making and problem solving skills for performing investigations.
- Knowledge of and skill in use of total station system.
- Ability to work independently with a minimum amount of supervision.
- Ability to react quickly, calmly, and appropriately in emergency situations.
- Ability to safely handle firearms, motorcycle, and motor vehicles.
- Ability to work with a diverse populations in performance of daily assignments.
- Willingness to work outdoors in inclement weather.
- Ability and willingness to attend training classes and obtain required certifications.
- Ability and willingness to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical abilities to perform the essential functions of this classification as well as the full performance Police Officer classification, 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, drive a vehicle or ride a motorcycle;
    - 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. Traffic Officers work unaccompanied on motorcycles, maintaining contact with the dispatch center when needed. There is exposure to high-risk situations which require emergency response procedures including the use of protective clothing, equipment, firearms and other gear. Traffic Officers generally work flexible hours on various day shifts, and may also work extended hours, holidays, and/or weekends for special events or as needed. Will be required to attend training classes and obtain certifications deemed necessary by the department.

MINIMUM REQUIREMENTS:

- A minimum of two (2) years of experience as a commissioned police officer.
- Successful completion of the 12 month probationary period in the Full Performance Police Officer Classification with the Bellingham Police Department.
- Candidates must meet all minimum requirements for this position within thirty (30) days of the closing date specified in the examination announcement.

NECESSARY SPECIAL REQUIREMENTS:

- Must have Department Of Licensing motorcycle endorsement, prior to application.

- Must satisfactorily complete formal training, obtain required certifications and maintain competencies in the following: police basic motorcycle operator, collision investigation - basic, collision investigation - advanced, total station operation, radar and speed measuring device operation, collision investigation - technical.

PREPARED BY: Sgt Donald Miles
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May 23, 1985

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COMMISSION ADOPTION: August 12, 2015 _____

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