City of Bellingham
Classification Specification

CLASS TITLE	**Warrant Officer**
DEPARTMENT	**Police**
UNION:	**1937**
SG:	**112**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**PS/33-9099**

NATURE OF WORK:

Incumbents are responsible for receiving and serving court documents and for the transportation and extradition of prisoners. Serve and process court orders from Bellingham Municipal, Whatcom District and Whatcom Superior Courts, and other jurisdictions. These orders include all classes of arrest warrants, subpoenas, summons, and domestic violence papers (no contact, restraining, and protection orders) and anti-harassment orders. The Warrant Officer is also responsible for the service of other types of legal process, both civil and criminal, from the Municipal Court, City Attorney's office, and the Bellingham Police Department. Provides security services for Municipal Court.

DISTINGUISHING CHARACTERISTICS:

The Warrant Officer classification is distinguished from Police Officer by its limited commission and duties. The work of this classification is focused on serving warrants, subpoenas and restraining orders. The Police Officer exercises the full range of general duty police work to protect life and property through the enforcement of laws and ordinances and emergency response. The Warrant Officer has the authority to make an arrest only after a court has issued an arrest warrant or when ordered by a judge to transport a prisoner to jail for contempt of court, sentencing or revocation of probation. This contrasts with a Police Officer who can make an arrest for an observed violation of the law.

SUPERVISORY RELATIONSHIPS:

Reports to an assigned Sergeant. Works independently under the guidance of applicable federal, State, City and departmental laws, rules, and regulations.

ESSENTIAL FUNCTIONS:

1. Receives court documents, arrest warrants, subpoenas, domestic violence and anti-harassment orders, jail lists, and new bookings. Prioritizes documents for research and service, assesses the level of threat for arrest service, determines the level of back up required, and cross checks inmates with papers to be served.

2. Coordinates the warrant process with the Courts, Police Department, and Dispatch Center.

3. Serves warrants, summons, subpoenas, anti harassment orders, no contact orders, domestic violence orders, and restraining orders in the field. Attempts to contact persons to be served when appropriate or contacts sources to locate subject and arranges to meet to serve papers. This includes attempting and completing physical delivery or mailing document. May issue personal recognizance notices. Makes an arrest him/herself when the subject of the warrant must be taken into custody; summons on-duty patrol officers to assist when needed.

4. Follows up on arrest warrants to ensure due diligence requirements are met.

5. Disseminates warrant-related information to patrol officers, detectives and other law enforcement agencies.

6. Conducts informational investigation on all new warrants, including in-depth investigations and reporting on flagrant violators.

7. Maintains liaison with Municipal Court and the City Attorney's office.

8. Timely completes and files written and computer reports, as required, including returns of services, arrest reports and all other information required for documentation of work. Submits periodic activity reports as assigned.

9. Coordinates extradition and transportation of prisoners with other agencies in and out of Bellingham and, occasionally, Washington State. Collects and transports prisoners accordingly.

10. Provides security for the Municipal Court and security of persons in custody who are medically not yet fit for jail. Transports persons, who have been arrested by police officers, to jail or to the station for the arresting officer to process.

11. Reports on-view criminal activity. When encountered, notifies police of location of known suspects.

12. May assist police officers in their work by performing logistical or auxiliary functions during in-progress events.

13. Gives instruction and training to co-workers.

ADDITIONAL WORK PERFORMED:

1. Performs related duties as assigned.

KNOWLEDGE AND SKILLS:

- Knowledge of the City of Bellingham street names and buildings.
- Knowledge of police practices and procedures and the laws of arrest within the scope of the Warrant Officer classifications.
- Ability to read, understand, interpret laws, ordinances, rules and regulations, and to explain regulations and procedures to the general public.

- Ability to analyze situations quickly and objectively, recognizing actual and potential dangers, and to determine a proper course of action.
- Ability to learn and apply federal, State and City laws and department policies and procedures governing work performed.
- Ability to develop and maintain an efficient system for the coordination of the warrant serving process.
- Ability to maintain the confidentiality of all sensitive communications.
- Ability to deal with the public and other employees using courtesy, tact, and good judgment.
- Ability to do repetitive, detailed work while maintaining accuracy and attention to detail.
- Ability to utilize computerized record keeping systems.
- Good oral and written communications skills.
- Ability to complete Department course in the use and safe operation of firearms.
- Ability to complete reports in a timely and accurate manner.
- Problem-solving/decision-making skills, adaptability/flexibility, and the ability to exercise seasoned judgment under stress.
- Ability to work independently with minimal supervision.
- Ability and willingness to occasionally work an abnormal work schedule including evenings and weekends.
- Physical ability to perform required duties. While the possibility of physical confrontation always exists in this position the Warrant Officer is expected to call for assistance in difficult situations.
- Ability to complete other training as required.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in any and all property existing in the City of Bellingham and its environment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- At least 21 years of age.
- Ability to keyboard 30 wpm net.
- Experience and/or training in law enforcement and related areas preferred. Current Law Enforcement Certificate of training (basic academy or reserve officer academy) preferred.

NECESSARY SPECIAL REQUIREMENT:

- Applicant finalists must be able to satisfactorily complete a thorough Bellingham Police Department background investigation, polygraph examination, criminal convictions records check and psychological examination prior to hire.
- Must possess a valid Washington State Driver's License prior to hire. A three-year driving record abstract must be submitted prior to hire.

PREPARED BY: Sgt. Gordon Benner
3/80

REVIEWED BY: _____
Randall H. Carroll
Chief of Police

REVISED BY: KMcCarthy 7/89
DMacDonald/SMahaffey 6/92
Holt Consulting 7/00
KHanowell/DRichards 5/01

COMMISSION APPROVAL: September 12, 2001