



City of Des Moines, Washington

JOB DESCRIPTION



POLICE OFFICER

Regular, Full-time

Salary Grade: Recruit – Officer V
FLSA Status: Overtime Eligible

Union Status: Police Guild
EEO Category: Protective Service

Nature of Work

Under general supervision, the Police Officer performs a wide variety of duties involving the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement program.

Essential Functions

- Patrols designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protects real and personal property by providing security checks of residential, business, and public premises; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issues warnings and citations.
- Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigates complaints and takes appropriate action, which may include the use of deadly or non-deadly force; uses sound judgment under adverse, stressful conditions.
- Conducts investigations at scenes of incidents to which summoned or incidents observed; determines what, if any, crime has been committed; identifies, collects, preserves, processes, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects. Works in partnership with prosecuting attorneys to obtain and file criminal complaints on arrested subjects.
- Prepares and serves search and arrest warrants; apprehends and arrests offenders for crimes committed under federal, state, and local laws and codes; controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
- Acquires information concerning all types of law violations within the patrol area, taking action, or relaying the information to the proper authority.
- Observes all traffic hazards in the area, eliminating them or reporting them to the proper authority.
- Checks abandoned vehicles or vehicles parked in unusual locations for the purpose of detecting possible criminal activities.
- Assists motorists who need help and provides them with such aid as is practical under the circumstances.
- Serves as liaison and public relations officer to the public; establishes and preserves good relationships with the general public; answers questions from the public concerning local and state laws, procedures, and activities of the department; makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of police activities.

- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
- Participates in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attends meetings; maintains and calibrates specialized equipment including preliminary alcohol screening devices.
- Initiates and completes reports, legal documents, and other required paperwork; prepares a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepares investigative reports and case information.
- Testifies in courts and at hearings; prepares and presents case evidence; responds to mandatory court calls during irregular hours.
- Directs traffic at fires, special events, and other emergency situations; provides traffic and crowd control at events.
- Enforces parking regulations; issues citations; tows vehicles that are in violation of codes.
- Signs off on citations and Vehicle Identification Number (VIN) verification.
- Drives a City vehicle in normal and emergency response situations.
- Makes forcible arrests of violators.
- Attends civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the police department and to establish favorable public relations, as directed.
- Interacts with community in a positive manner to cooperatively reach resolution of community needs.
- Establishes and maintains cooperative, effective working relationships with co-workers and other City employees using principles of community-oriented policing.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Required Knowledge, Skills, and Abilities

- Ability to establish and maintain cooperative working relations with other City employees, other law enforcement agencies, civic leaders, and the general public.
- Ability to become thoroughly familiar with the policies, procedures, rules and regulations of the department pertaining to all matters that come within the area of responsibility.
- Ability to understand and execute moderately complex oral or written directions, and to prepare clear and comprehensive written reports.
- Ability to maintain confidentiality of information and to restrict the use of such information to work duties.
- Ability to acquire a good working knowledge of federal, state and local laws and ordinances which are enforced by the municipal police department.
- Ability to address all violators in a firm, courteous manner in order to develop public respect and confidence in the officer and his department.
- Ability to acquire a good working knowledge of effective, modern methods of crime detection and criminal identification.
- Ability to apprehend and make forcible arrests of violators.
- Ability to safely and legally operate police and other vehicles.

Special Requirements

- High school diploma or GED.
- Possession of valid Washington State Driver's License by the time of appointment.
- Must be at least 20.5 years of age at the time of application
- Pursuant to RCW 41.12.070, must be a United States citizen or a lawful permanent resident who can read and write the English language.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products
- Must successfully pass all background screening conducted by the Department, including, but not limited to, drug history, driving record, credit history, criminal record, work history, reference check, and Chief's interview; if given a conditional offer of employment, candidates will be polygraphed and will undergo a psychological examination and a medical examination which includes drug testing.
- See City of Des Moines Police Officer [Disqualifiers](#).

Additional Requirements for Academy Graduate and/or Lateral Officers

Academy Graduate

- Must be a graduate of the Washington State Criminal Justice Training Commission (WSCJTC) Basic Law Enforcement Academy and hold current certification; OR
- A trainee currently attending the WSCJTC Academy who has successfully completed the Academy mid-term examination and is scheduled for graduation from the Academy within 60 days of applying; OR
- A graduate of an equivalent training academy from a state that has reciprocity with the WSCJTC and hold current certification; must successfully complete the WSCJTC Equivalency Academy and examination after appointment.

Lateral

- Must hold current and valid certification from a state that has reciprocity with the Washington State Criminal Justice Training Commission (WSCJTC); must pass WSCJTC's equivalency academy within six months of hire as a full-time commissioned police officer in the state of Washington.
- Must be a full-time commissioned law enforcement officer in good standing with at least 12 consecutive months such experience working for law enforcement agency.
- Any lapse of employment as a full-time commissioned law enforcement officer shall not exceed the previous 24 months, calculated from the date of appointment with the City of Des Moines.

Machines, Tools, Special Equipment, Personal Protective Equipment Used

- Patrol car, computer, telephone and radio, flashlight, writing utensils, pads, handguns and rifles, hazmat suit, mask/respirator, duty belt, taser, pepper spray, ammunition, first aid equipment.

Physical Requirements and Environmental Conditions

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. - 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min - 5 hr 35 min)	<input checked="" type="checkbox"/> Heavy	12 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	3 days on followed by 3 days off. Works the day shift and the night shift on a rotating basis.

Physical Demands	Frequency					Activity Description
% Time	N	S	O	F	C	
Sitting			X	X		When in a patrol vehicle and at police desk
Standing			X	X		While talking with citizens. Alternating with sit and walk
Walking			X	X		Distance will vary. Must also be able to run if necessary in pursuit of a suspect on variety of surfaces including asphalt, fields, and woods.

Job Demand	Frequency and Weight					Activity Description
Lifting floor - waist	N	S	O	F	C	Frequent to 35 pounds to wear duty belt. Seldom to occasional to 20 pounds, shotgun, rifle, equipment bag. Seldom to 50 pounds during struggle with suspect on the ground; lift back seat to check for evidence or secretions.
		X 20 to 50 lbs.	X 20 lbs.	X 35 lbs.		
Lifting waist-shoulder	N	S	O	F	C	Seldom to occasional to 20 pounds, shot gun, handcuffs.
		X 20 lbs.	X 20 lbs.			
Lifting above shoulder	N	S	O	F	C	Seldom to 10 pounds to shoot rifle or shotgun; wield baton.
		X 10 lbs.				
Carry (Dist.)	N	S	O	F	C	See Lift. Distances may vary.
		X 20 lbs.	X 20 lbs.			
Pushing/ Pulling lbs. of force	N	S	O	F	C	Seldom to occasional with enough force to move items or suspect or body; manipulate firearm slide.
		X 20 to 50 lbs.	X 20 to 50 lbs.			

Job Demand			Frequency					Activity Description		
			N	S	O	F	C			
Climbing				X	X			Stairs, over fences, roofs, hillsides		
Balancing								WNL		
Stooping / Bending				X	X			Collect evidence, string crime scene tape; perform check on car: check oil and tire air pressure; unlock back seat.		
Twisting				X				Seldom twist of the torso when operating vehicle, using computer in car, or when apprehending a suspect.		
Squatting / Kneeling				X	X			Shoot firearms, collect evidence, and pursue suspect.		
Crawling				X	X			Shoot firearms, collect evidence, and pursue suspect		
Foot Controls					X	X		While operating vehicle		
Reaching (Level)	Forward					X		Frequent, when reaching for items; cuffing suspect; and when operating vehicle.		
	Below Waist					X		Frequent, when reaching for items; cuffing suspect; and when operating vehicle.		
	Above Shoulder				X			Occasional to shoot weapon; struggle with suspect		

Job Demand			Frequency and Weight				Activity Description					
Handle/Grasp						X		To cuff suspect; grasp steering wheel; perform job tasks.				
Fine Finger Manipulation					X			Keyboard, pull trigger, write, use radio.				
Hand Controls			X									
Repetitive Motion			X					Body part: not required				
Vibratory Tasks					X			Steering wheel of vehicle				
Talking							X	To communicate with co-workers and the public				
Hearing							X	To communicate with co-workers and the public				
Visual:	Near Acuity	X	Far Acuity			X	Depth Perception		X	Accommodation		
							Color Discrimination			Field of Vision		X

Environmental Conditions			Frequency					Environmental Conditions			Frequency				
			N	S	O	F	C				N	S	O	F	C
Exposure to Weather						X		Noise Intensity					X		
Extreme Cold				X				Atmospheric Conditions			X				
Extreme Hot				X				Exposed Heights				X	X		
Wet and / or Humidity					X			Exposure to Electricity			X				
Proximity to Moving Mechanical Parts			X					Exposure to Toxic / Caustic Chemicals			X				
Exposure to Explosives				X			Possible	Exposure to Radiation			X				

Psychological/Cognitive
See Psychological/Cognitive Job Analysis Addendum

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2023.