

Cle Elum – Roslyn Police Department

In The Heart of the Cascades

Chief of Police – Rich Albo

807 W Second St ♦ Cle Elum, WA 98922 ♦ 509-674-2991 ♦ Fax 509-674-2918 ♦ Dispatch 509-925-8534
policerecords@cleelum.gov

CITY OF CLE ELUM POLICE DEPARTMENT JOB DESCRIPTION ENTRY / LATERAL POLICE OFFICER

MISSION: To provide the highest quality of service and protection by embracing modern community-based policing ideals while treating all people with fairness, dignity, and respect.

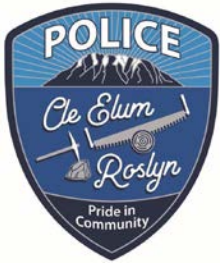
POSITION SUMMARY

Under the general direction of a shift supervisor, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts and provides other police services to the public as necessary. Performs a variety of unplanned tasks which include the restraining of violent individuals or animals, running as fast as possible when chasing, climbing fences and responding to EMS and rescue emergencies. Decisions within areas of responsibility are made independently. Supervision received is general, often times not present. There is frequent interaction with the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for the position. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned. All the following duties are to be performed while adhering to the City of Cle Elum's operational policies and procedures.

ESSENTIAL FUNCTIONS:

- Observes, detects and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activity.
- Responds to emergency calls and assists fire and EMS service as necessary
- Conduct investigations of incidents occurring on the shift
- Determines appropriate action to be taken at each incident absent a supervisor.
- Complete a written report of all activities during a shift.
- Complete State of Washington forms when required for an incident, completes departmental forms, logs and summaries related to the processing of evidence.
- Provide testimony concerning each incident, if necessary.



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REGULAR POLICE OFFICER DUTIES:

Power of Arrest and Control:

- Conduct full search of arrested person(s)
- Conduct frisk and pat down
- Advise person(s) of constitutional rights
- Arrest person(s) with or without warrant
- Handcuff suspects or prisoners
- Seize contraband, weapons and stolen property from suspects
- Execute arrest warrants
- Request verification of warrants before execution

Self Defense/Use of Force:

- Subdue physically attacking person.
- Use weaponless defense tactics.
- Be proficient in use of less-lethal weapons.
- Subdue person(s) resisting arrest.

Deadly Force:

- Discharge firearm at person.
- Draw weapon to protect self and third party.
- Participate in firearms training.
- Fire weapon in daytime/nighttime combat

Motor Vehicle Enforcement

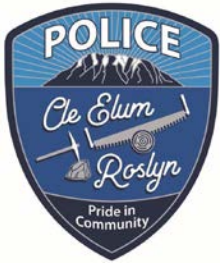
- Arrest DUI suspects Enforce all traffic violations
- Execute felony motor vehicle stop
- Stop vehicles to investigate, warn, cite and arrest occupants
- Investigate State reportable motor vehicle accidents

Emergency Vehicle Operations

- Engage in high-speed pursuit driving in congested areas
- Engage in high-speed response driving in congested areas
- Engage in high-speed response driving off road
- Engage in high-speed pursuit/response driving on open road
- Operate police vehicle on snow/ice covered roads.

Emergency Assistance

- Administer cardio-pulmonary resuscitation (CPR)
- Apply basic first aid to control bleeding
- Apply basic first aid to unresponsive/unconscious person
- Use protective gear to prevent contact with infectious diseases



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Crime Scene Response

- Collect evidence and property from crime scenes
- Fill out forms to document chain of custody of evidence
- Dust and lift latent prints
- Package evidence
- Record location of physical evidence at scene
- Secure crime scene
- Initial/mark/label evidence
- Photograph crime scenes

Criminal Investigation:

- Interrogate suspects
- Prepare incident paperwork, i.e. probable cause statement, incident report, etc.
- Present evidence and testimony in legal and administrative proceedings
- Prepare affidavits and serve search warrant
- Respond to and conduct preliminary and primary investigation of events related to Homicide, rape, robbery, felony assault, burglary, fatal traffic accidents, Vehicular homicide, vehicular assault, family disturbance and any other Criminal activity as defined by law.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to identify and analyze problems, evaluate alternative solutions and make good judgments.
- Ability to move quickly and forcefully in response to unexpected situations
- Ability to maneuver and work in a variety of conditions.
- Ability to get in and out of a patrol car on a frequent basis.
- Knowledge and experience in the utilization of technical equipment including computers, cameras and radar units.
- Proficiency in word processing/typing
- Ability to render credible testimony in a court of law
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials and the general public.
- Ability to handle upset, rude and confrontational individuals in a professional, calm, and non-personal manner.



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PHYSICAL DEMANDS:

- Moderate work: Exerting 76-100 lbs. seldom. Exerting 31-75 lbs. occasionally, and/or 0-30 lbs. frequently.
- Requires walking or standing to a significant degree or requires sitting some of the time.

WORK ENVIRONMENT:

- Occasionally exposed to heat and cold extremes and temperature changes, to include occasional heavy snow.
- Occasionally exposed to moderate noise, odors, dust and poor ventilation.