

EMPLOYMENT OPPORTUNITY

Position: Police Officer – Lateral Entry **Open Date:** December 19, 2005

Department/Location: Police Department **Closing Date:** Open until filled

Salary: (starting salary based on experience and education)

Definition:

This position is responsible for general duty police work which includes the prevention, detection, and investigation of crimes, as well as maintaining and enforcing law and order. The position operates in and out of the Mountlake Terrace Police Department is under the direct supervision of the Shift Duty Sergeant.

Essential Job Functions:

The following responsibilities are common to police officers in the Mountlake Terrace Police Department. Officers assigned to divisions other than Patrol will have special duties assigned by respective division supervisors.

- Provide equal and impartial enforcement of state, county and City laws.
- Provide service to the citizens of the City of Mountlake Terrace to safeguard and protect their lives, property and constitutional rights.
- Secure information pertaining to the proper conduct of business prior to the tour of duty.
- Ensure civil treatment and protection of rights of all persons coming within the scope of police authority.
- Gather, submit, and maintain intelligence information and pass on information to other units that may be useful to investigations.
- Respond to crime and/or traffic accident scenes and ensure the protection of the scene and physical evidence and witnesses until relieved by higher authority.
- Conduct the preliminary investigation at crime scenes until either relieved by a detective or to a point where a lapse in the investigation would not hamper or jeopardize the outcome of the case.

- Maintain radio communication during tour of duty, including mealtimes, and maintain a response time conducive to the needs of the citizens served, promptly responding to all calls assigned and to those calls assigned other units where their closer proximity and the nature of the call demands immediate response.
- Provide first aid and rescue services at crime scenes, accidents, disasters and other emergency situations.
- Engage in a wide variety of traffic direction and crowd control activities, particularly in connection with traffic accidents, demonstrations, riots and disasters.
- Promote and preserve order, defend persons from imminent physical harm, respond to requests for protective service, resolving conflicts between individuals and groups, and protecting individual constitutional guarantees.
- Encourage voluntary compliance with the law and reduce the opportunity for criminal activity.
- Maintain records of daily activities and present testimony at judicial proceedings and other formal hearings.
- Exercise discretion in determining whether to take no action, to advise, to warn or to arrest.
- Enforce all moving violations and parking regulations according to City ordinances to ensure the smooth flow of traffic throughout the City of Mountlake Terrace.
- When assigned, give special speeches and presentations to civic and other groups to promote the police image.
- Evaluate officer performance and fill out necessary report forms while assigned to the Field Officer Training and Evaluation Program.
- Make recommendations to improve operational effectiveness.
- When assigned, represent department on City committees and/or programs.

Knowledge, Skills and Abilities:

- Knowledge of all state, county and City laws.
- Knowledge of all safety standards and regulations.
- Knowledge of newly acted laws and recent court decisions and their effect on police duties and responsibilities.

- Ability to work toward the achievement of department and divisional objectives.
- Ability to be thoroughly familiar with the City of Mountlake Terrace and specific areas of assignment.
- Ability to analyze situations quickly and objectively recognize actual and potential danger, and to determine the proper course of action.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Ability to understand and carry out complex oral and written instructions.
- Ability to understand the problems and attitudes of people of all ethnic and economic groups in relation to law enforcement agencies.
- Ability to write clear and concise incident reports, organizing details logically and utilizing correct spelling and grammar.
- Ability to read, understand and interpret applicable federal and state laws and City ordinances, and established principles, practices, policies and procedures of police work.
- Ability to communicate effectively with co-workers, superiors and the general public, both orally and in writing.
- Ability to satisfactorily complete the prescribed courses of training at the Police Academy.
- Ability to maintain a high standard of physical fitness.
- Ability to work under pressure.
- Skilled in powers of observation and memory.
- Skilled in interpersonal relationships.

Minimum Qualification:

- Be or have been employed as a full-time, paid officer with a municipal, county or state law enforcement agency for at least 24 months, continually, within the last 36 months.
- Graduation from an approved law enforcement training academy.

- Ability to meet standards prescribed by the Washington State Criminal Justice Training Commission for equivalency.
- Associate Degree or equivalent (90 quarter credit hours or 60 semester hours) at an accredited college.

How to Apply:

Submit the attached Employment Application Form to:

Human Resources
City of Mountlake Terrace
23204 58th Avenue West, Mountlake Terrace, WA 98043
(425) 776-1161 x125

Condition of Employment:

In accordance with the Immigration Reform and Control Act of 1986, Section 274A, employment will be contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States.

Accommodation to participate in the job application and/or selection process for employment will be made upon request. Please contact Personnel for further information. The City of Mountlake Terrace is a smoke-free workplace.

THE CITY OF MOUNTLAKE TERRACE IS AN EQUAL OPPORTUNITY EMPLOYER.

The City does not discriminate on the basis of race, color, religion, national origin, age, disability, marital or veteran status, political affiliation or any other legally protected status.