



Police Support Officer

Class Code:
5008

Bargaining Unit: United Steel Workers - Police
Non-Commissioned

CITY OF TUKWILA
Revision Date: Aug 7, 2017

SALARY RANGE

\$6,407.00 Monthly

FLSA:

Non-Exempt

DESCRIPTION:

This position performs work involving processing, transporting and maintaining the security of prisoners, with additional duties handling courtroom security. These essential job functions require limited law enforcement power and legal authority. This position is expected to interact with members of the public and have a working knowledge of criminal law and criminal procedures. Work is performed in accordance with departmental policies, procedures, rules and guidelines. This position involves an element of personal danger requiring the Police Support Officer to be able to frequently act without direct supervision. The Police Support Officer must exercise independent judgment in responding to both routine and emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receives into custody persons arrested by officers; conducts full search of arrested persons, completes records, fingerprints and photographs prisoners; receives prisoner property for safekeeping, transport, or evidence; transports prisoners to jail or holding cell; provides courtroom security.

Transports persons in custody to the court(s), and provides security and control over prisoners.

Takes person(s) into custody, when necessary, under the authority of a limited commission, for violations of the law associated with courtroom security or the movement of prisoners.

Maintains order of prisoners and/or courtroom, including: breaks up fights between two or more persons; applies handcuffs or other restraints, when appropriate; subdues physically attacking persons; grips persons tightly to prevent escape; draws a weapon, and if necessary, discharges the weapon to protect self or life of another.

Safely operates City of Tukwila motor vehicles in accordance with applicable state/local laws and departmental policy.

Keeps holding facility clean, organized, and supplied with necessary forms and equipment.

Ensures department AED and other equipment receives regular maintenance by coordinating the repair with the appropriate entity. Documents maintenance or service conducted as required.

Assists with traffic control at accident scenes, community events, and broken traffic signals, as needed.

Moves or relocates heavy equipment, supplies, and/or property.

May respond to calls for assistance of a non-criminal nature (i.e. citizen/motorist assists).

Assists Support Operations in covering phones, retrieving records, assisting the public, and performing fingerprinting duties as assigned.

Maintains CPR and First Aid certifications.

Become familiar with, follow, and actively support the mission, vision, values, policies and procedures of the Tukwila Police Department.

Transports evidence to and from the crime lab.

Maintains reasonable, predictable, and regular attendance during the assigned work week hours.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE (position requirements at entry):

- General mission of the police department and roles of officer and support personnel;
- Criminal justice system; and
- Limits to own position's authority.

SKILLS (position requirements at entry):

- Remaining calm and objective during emergency circumstances;
- Maintaining proficiency with department authorized firearms;
- Applying physical restraint techniques on persons in custody;
- Obtaining cooperation from others;
- Relating to people in a positive and professional manner;
- Investigating and evaluating situations; and
- Communicating effectively, both orally and in writing.

EDUCATION EXPERIENCE AND OTHER REQUIREMENTS:

TRAINING, EXPERIENCE AND LICENSING REQUIREMENTS (Position requirements at entry):

A). Graduation from high school or equivalent.

B). A valid driver's license or the ability to obtain one prior to employment.

C.) ACCESS level I certification required within 6 months of hire.

D.) Must successfully complete the Washington State Corrections Officer Academy (or equivalent) within the first year of employment. This requirement may be waived based upon the applicant's past work experience i.e. applicant was recently employed as a commissioned police officer and/or graduated from the Washington State Criminal Justice Training Commission, or equivalent.

This position is subject to a comprehensive backgrounding process including: personal background investigation, polygraph exam, psychological evaluation, and a medical physical which includes a drug screen.

PHYSICAL ACTIVITY/REQUIREMENTS:

Physical ability required sufficient to perform the essential functions of the position.