Police Officer - Lateral

**Salary**

$74,241.72 - $80,028.36 Annually

**Location**

Shelton, WA

**Job Type**

Full-time

**Department**

Police

**Job Number**

2019-00003

**Description**

The person in this position is responsible for crime prevention and repression, traffic law enforcement, protective patrol services, arbitration in neighborhood and family disputes, apprehension and arrest (or citation or warning) of criminal law violators and recovery of stolen property. This is a civil service position. This position is within a collective bargaining agreement.  
  
The Shelton Police department is comprised of 19 commissioned police officers, reserve police officers, one code enforcement officer, and two civilian employees. Sworn positions include Sergeants, Corporals, Detectives, and School Resource Offices. The Police department is responsible for peace, safety, crime prevention, suppression and investigation, arrest of offenders, and arbitration of family and neighborhood disputes.  
  
The City of Shelton is located just 35 minutes northwest of Olympia on the shores of Oakland Bay at the southernmost point of Puget Sound. The Shelton community is rich in history, culture, and natural beauty, and is a gateway to the spectacular Olympic Peninsula where residents and visitors alike enjoy the numerous outdoor sports and recreational opportunities. As the Mason county seat, Shelton is a full service city that provides wide range of municipal services and includes 6.11 square miles and 10,700 residents.

**Essential Duties and Responsibilities**

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.  
  
Effect arrests, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.  
  
Pursue fleeing suspects and performs rescue operations, which may involve performing of a wide variety of physically strenuous activities.  
  
Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.  
  
Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.  
  
Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons. Conduct visual and audio surveillance for extended periods of time.  
  
Communicate effectively with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.  
  
Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.     
  
Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions. Prepare and process legal and non-legal documents such as citations, affidavits, and warrants.  
  
Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, extinguishing small fires, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations, and securing and evacuating people from particular areas.      
  
Process and transport prisoners and committed mental patients, using handcuffs and other appropriate restraints.  
  
Pick up animals identified as nuisance animals, load them into an animal shelter vehicle, and transport them to the animal shelter.  
  
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Qualifications/Requirements**

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
  
**EDUCATION and/or EXPERIENCE:**  
High School Diploma or GED; an A.A. Degree in Police Science or related field is desired. Completion of a recognized police training academy or equivalent courses necessary to allow certification with the Washington State Training Commission within twelve months of employment. A minimum one year full-time job experience as a paid professional police officer with an active municipal or county agency or similar organization or agency within two years preceding appointment required for lateral entry officer; or an equivalent combination of education and experience   
Must be a minimum of 21 years of age at the time of employment.  Must be of good moral character and of temperate and industrious habits; and have a working knowledge of the methods, principles, and practices of law enforcement and crime prevention and of the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.  
  
**LANGUAGE SKILLS:**  
Ability to establish effective working relationships with court officials, business persons, public organization representatives, attorneys, other law enforcement personnel and the general public.  Ability to communicate effectively orally and in writing.  Ability to follow verbal and written instructions.  Ability to communicate effectively orally and in writing.  Bi-lingual skills are beneficial but not required.  
  
**MATHEMATICAL SKILLS:**  
Ability to complete accurate mathematical calculations as may be required of the position.  
  
**REASONING ABILITY:**  
Ability to exercise independent judgment in emergency situations in accordance with departmental rules and regulations.  Ability to cope with emergency situations calmly but effectively, and to react quickly to secure accurate and precise information on the location, extent, and nature of the emergency aid requests.  Ability to analyze situations quickly and objectively, and to determine proper courses of action.  
  
**CERTIFICATES, LICENSES, REGISTRATIONS:**  
Have, or have the ability to obtain, a valid Washington State Motor Vehicle Operator's License and a Basic Law Enforcement Certificate.  Must be a U. S. Citizen who can read and write the English language.  Must have an acceptable driving record upon hire.  Have, or have the ability to obtain, a First Aid/CPR Card and Breathalyzer Certification.  
  
**OTHER SKILLS and ABILITIES:**  
Ability to use personal computer, printer, two-way radio, firearms, handcuffs, and other law enforcement equipment, breathalyzer machine; radar equipment; fingerprint equipment; camera, copy machine, and telephone.  
  
**PHYSICAL DEMANDS:**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
  
While performing the duties of this job, the employee is regularly required to sit at a desk, walk, stand, stoop, sit, run, climb ladders and/or fences; walk "I" beams, and/or drive and quickly enter and/or exit a Police Department vehicle.  The employee must occasionally exert or lift objects or persons weighing 100 pounds or more.  Successful performance requires specific vision abilities that include close vision.

**Work Environment**

The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
  
Most work is typically performed in an outdoor environment regardless of the weather conditions.  Employee must be able to operate a law enforcement vehicle during both the day and the night; in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.  Work exposes employee to machinery and its moving parts, fumes, chemicals or toxic substances, and requires employee being in high places or working with dangerous machinery and sharp tools.  
  
The City of Shelton is an Equal Opportunity Employer. Applicants are considered for positions without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status, gender identity, political ideology, or any other basis prohibited by federal, state, and local laws.

**Benefits**

The City of Shelton offers a comprehensive benefits package to all full-time employees.

**Agency**

City of Shelton

**Address**

525 West Cota St  
Shelton, Washington, 98584

**Website**

[http://sheltonwa.gov](http://sheltonwa.gov/)