



Napavine Police Department
407 Birch Ave SW ~ P. O. Box 179, Napavine, WA 98565
Phone (360)262-9888 Fax (360) 262-9885
Website: www.cityofnapavine.com

CITY OF NAPAVINE ENTRY LEVEL POLICE OFFICER

GENERAL PURPOSE: Positions in this class are responsible for general duty police work involving the protection of life and property, the enforcement of laws and ordinances, prevention and investigation of crimes. Work is performed according to departmental regulations and procedures, general and special instructions. The positions reports to the Chief of Police or designee by Chief of Police.

ESSENTIAL DUTIES AND REPOSIBILITIES:

- Responds to emergency and routine calls for service
- Documents, thoroughly and clearly, incidents and actions by writing and maintaining case reports and other related reports
- Patrols designated area of the city in police vehicle, on foot patrol, and/or other conveyances on an assigned shift; patrols business and residential districts to provide an element of safety by obvious visibility; looking for crimes or potential crimes in progress
- Primary investigator of all crimes occurring within assigned areas during duty hours. Makes on scene arrests when warranted. Uses varying degrees of physical force to overcome resisting suspects and to protect himself/herself and others from injury
- Attempts to tactfully diffuse any verbal or physical abuse. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and others encountered in an aggressive environment. Takes immediate action to remedy hazards and protect life and property
- Communicates effectively in court and other formal settings
- Determines when a lawful search or arrest can or should be attempted; determines when and to what extent physical force should be used, as governed by law and department regulations. Must be able to recognize when the application of deadly force is appropriate under state law and department policy. Must have the mental and physical capabilities to employ deadly force in order to protect human life
- Takes direction from Chief of Police and/or designee by the Chief of Police and performs other duties as assigned.

**ABILITY TO:**

- Understand and carry out oral and written instructions
- Communicate effectively with co-workers, superiors and the general public
- Cope with situations firmly, courteously, tactfully and with respect for the rights of others
- Maintain standards of physical fitness

MACHINES, TOOLS AND EQUIPMENT USED:

Position will require operation of motor vehicle, computers/keyboards, B.A.C. verifier machines, telephones, police radios, mobile data terminals, tape recorders, firearms, batons, handcuffs and other related equipment.

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 frequently required to sit, talk, stand, walk, use hands to finger, handle or operate objects, control of tools listed above, reach with hands and arms, climb, balance, stoop, kneel, run, crouch, crawl, taste and/or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- Graduation from a standard high school, a General Education Diploma (GED) or the equivalent

LICENSES AND OTHER REQUIREMENTS:

- United States citizen
- Not less than 21 years of age at the time of hire
- Ability to fluently read and write the English language, using proper grammar, spelling and punctuation
- Must meet minimum medical and health standards adopted by the Civil Service Commission
- Positions in this class must meet Civil Service Rules and Regulations
- Must possess a Washington State Driver's License



WORKING CONDITIONS:

- Work primarily in a vehicle out of doors in a public setting
- Subject to adverse weather conditions

APPLICATION FORMS MUST BE COMPLETE WHEN RETURNED.

Applications which are incomplete, unsigned or faxed photocopies will not be accepted. The right is reserved to reject applicants on the basis of information contained on the application form.

The City of Napavine is an Equal Opportunity Employer in accordance with Federal, State and local laws.