

City of Wapato
Police Department
Police Support Officer

DESCRIPTION: This is a union position whose main responsibility pertains to all aspects of detainees while incarceration.

TYPICAL TASKS:

1. Receives detainees, inventories their property, and conducts body searches. Maintains physical control of detainees using the minimum force required. Obtains required information from detainees; inventories and properly stores detainees' valuables and other personal property; issues uniforms and other items per directive; collects urine samples for drug testing.
2. Supervises and guards detainee work crews, both within and outside the detention facility; escorts, transports and guards prisoners in non-secure areas, including court, hospital, work sites and other detention facilities.
3. Coordinates and supervises City Jail detainees assigned to custodial and exterior building maintenance duties; obtains and provides necessary equipment; monitors detainee activity; inspects and directs work; identifies needed facility repairs; obtains bids and coordinates with repair workers.
4. Inspects and performs minor repairs on police vehicles; performs minor preventive maintenance; maintains vehicle repairs and maintenance records; ensures vehicle safety for routine and emergency use, removes unsafe vehicles to and from maintenance shops; replenishes emergency supplies and equipment; coordinates and supervises City Jail detainees assigned to vehicle cleaning duties.
5. Assists other Police Support Officers and other Department employees; performs court security duties; operates manually and electronically-controlled access doors; summons assistance when necessary; communicates with other personnel by means of intercom and/or two-way radio.
6. Monitors activities of detainees within jail facility, both visually and by means of closed circuit television; communicates with detainees directly or by means of intercom.
7. Performs and/or supervises preparation and delivery of meals, laundry, and housekeeping within the facility.
8. Provides first-aid to detainees and assists medical personnel as required.
9. Coordinates and monitors visitation of detainees with family members, friends, attorneys, and members of other criminal justice agencies.

10. Maintains appropriate records of booking, detention and release of detainees; operates computerized records management system; enters and maintains computerized data regarding warrants, arrests, convictions and sentences.
11. Accepts and accounts for detainees' money and handles commissary transactions; accepts deliveries and assists with ordering and inventory of jail supplies; accounts for inventory and control of department equipment and supplies.
12. Operates City-owned vehicles when required to transport detainees, travel to training, or on other department business.
13. Performs other duties as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess ability to recognize, understand and apply statutory and judicial limitations on prisoner confinement, and the right of all persons under the constitution of the United States and the State of Washington.
2. Possess ability to learn and apply modern prisoner detention methods and techniques, State, Federal and City laws and ordinances, and City and Department policies and procedures.
3. Possess knowledge of or ability to learn use of tools and methods for the repair and maintenance of public safety vehicles and facilities; ability to do strenuous physical work.
4. Possess ability to read, interpret, explain and apply laws, rules, policies, procedures, regulations, ability to obtain information through interview, interrogation and observation.
5. Possess ability to evaluate circumstances and make sound judgment and decisions in a timely manner, based on training and experience, to analyze situations quickly and objectively, to determine the proper course of action; ability to cope with stressful situations firmly, courteously and tactfully.
6. Possess tact, diplomacy, and the ability to communicate clearly and effectively, both verbally and in writing with other employees, prisoners, and members of the public representing diverse education and background, and a wide diversity of ethnicity's, cultures, opinions, and beliefs.
7. Possess ability to confront and affect the apprehension of prisoners by means of command presence, voice control and physical force, up to and including deadly force, if necessary.
8. Demonstrate the knowledge of and adherence to high standard of personal and professional ethics.

9. Be innovative and flexible in approach to duties, and possess ability to readily adapt to changing community and department needs.

ADA RECOMMENDATIONS (FYI)

1. ENDURANCE-MOVING ABOUT: Constantly (2/3 or more of the time). Move from location to location.
2. ENDURANCE-OVERALL STRENGTH: Heavy work. Heavy work. Exerts force and/or lifts or carries objects weighing up to 100 pounds occasionally, 25 to 50 frequently, AND/OR 10 to 20 pounds constantly.
3. WALKING: Frequently (1/3 to 2/3 of the time). Move about on foot.
4. SITTING: Frequently (1/3 to 2/3 of the time). Remain in a seated position.
5. LIFTING/CARRYING: Periodic – Does not occur on every shift. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.
6. PUSHING/PULLING: Does not occur on every shift. Push by exerting force on an object so that it moves away from the force of worker (including slapping, striking, kicking, and treadle action); and/or pull by exerting force on an object so that it moves towards the force for worker (including jerking).
7. CONTROLS: Periodic – Does not occur on every shift. Use one or both arms and/or one or both feet or legs to move controls and drive a vehicle.
8. CLIMBING: Periodic – Does not occur on every shift. Ascend ladders, stairs, Scaffolding, ramps and the like using the feet and legs and/or hands and arms.
9. BALANCING: Periodic – Does not occur on every shift. Maintain body equilibrium to prevent falling when walking, standing or crouching, on temporary and/or uneven surfaces.
10. BENDING/STOOPING: Periodic – Does not occur on every shift. Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine background or from side to side.
11. KNEELING/CROUCHING: Periodic – Does not occur on every shift. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.
12. REACHING: Frequently (1/3 to 2/3 of the time). Extend the hands and arms in any direction.

13. HANDLING: Frequently (1/3 to 2/3 of the time) Seize, hold, grasp, turn, or otherwise work with the hand or hands.
14. ROTATION: Periodic – Does not occur on every shift. Twist and turn the spine or a ball or socket joint such as the shoulder or hip.
15. TALKING: Constantly (2/3 or more of the time). Perceive the nature of sounds by the ear and understand verbal communications from others.
16. HEARING: Constantly (2/3 of the time). Perceive the nature of sounds by the ear and understand verbal communications from others.
17. SEEING: Constantly (2/3 of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objectives.

SPECIALIZED DEMANDS:

1. LOCATION: Both inside and outside. Work time is predominantly spent inside (where there is protection from weather, but not necessarily from temperature changes) but it is occasionally necessary to move outside (where there is no effective protection from weather) for inspections of progress of work. May be outside for an entire shift during summer or inter times.
2. STAIRS/STEPS: Periodic – Does not occur on every shift. Ascend or descend stairs; steps more similar uneven surfaces to access any required work area or other area related to functioning in the workplace.
3. EXTREME COLD: Periodic – Does not occur on every shift. Endure temperature(s) sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
4. EXTREME HEAT: Periodic – Does not occur on every shift. Endure temperature(s) sufficiently high to cause marked bodily discomfort unless exceptional protection is used.
5. WET CONDITIONS: Periodic – Does not occur on every shift. Endure contact with water or other liquids.
6. NOISE/VIBRATION: Periodic – Does not occur on every shift. Occasionally endure noises, either constant or intermittent, on work sites that could be harmful if endured day after day or long periods at a time. (Protection will be available)
7. UNIQUE HAZARDS: Constantly (2/3 of the time). Endure situation in which there is exposure to the definite risk of bodily injury, including personal conditions; proximity to moving mechanical parts; exposure to electrical shock; work in exposed places; exposure to blood borne pathogens; working with explosives; contact with violent, intoxicated and distributed criminal

offenders; and exposure to physical attacks, gun fire, and other dangerous environmental conditions.

8. **UNUSUAL WORKING CONDITIONS:** Work schedule may consist of working nights, weekends, holidays and rotating shifts with possible overtime and callback. This position requires the carrying and qualifying with a firearm.

LEARNING DEVELOPMENT DEMANDS:

1. **REASONING:** General – Apply common sense. Understanding to carry out instructions furnished in written, oral, or diagrammatic form; deal with problems involving several concrete variables in or from standardized situations.
2. **MATHEMATICAL:** Basic – Add, subtract, multiply and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.
3. **READING:** Elevated – Read literature, technical material and journals, financial reports, and legal documents.
4. **WRITING:** Intermediate – Prepare business letters, expositions, summaries and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
5. **SPEAKING:** General – Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

TEMPERAMENT REQUIREMENTS:

1. **DIRECTING/CONTROL:** Accept responsibility for formulating plans, designs, practices, policies, methods, regulations, and procedures for operations, or projects; negotiate with individuals or groups for agreements or contracts; and supervises subordinate workers to implement plans and control activities.
2. **INFLUENCING:** Write, demonstrate, or speak to persuade and motivate people to change their attitudes or opinions, participate in a particular activity, or purchase a specific commodity or service.
3. **VARIATION:** Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.
4. **ELEVATED STRESS:** Cope with circumstances exasperating to self or others; meet deadlines; and work around or within non- or inferior performance by others; and work within and through local political situations.

5. **INTERPERSONAL:** Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions. Demonstrate ability to supervise construction projects and make contractors live up to their agreements.
6. **DECISIVE:** Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

RELATIONSHIP REQUIREMENTS:

1. **DATA:** Coordinating – Determine time, place, and sequence of operations or actions to be taken on the basis of analysis of data; execute determinations and/or reports on events.
2. **PEOPLE:** Supervising – Determine or interpret work procedures for a group of workers, assigned specific duties to them, maintaining harmonious relations among them, and promoting efficiency.
3. **THINGS (EQUIPMENT MACHINERY):** Precision Working – use body members and/or tools or work aids to work, move, guide, or place objects or materials in situations where ultimate responsibility for the attainment of standards occurs and selection of appropriate tools, objects, or materials, and the adjustment of the tools to the task required.

OTHER:

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, not by the completion of any requirement of the not by the employee, is intended to create a contract or employment of any type.

MINIMUM QUALIFICATIONS:

Minimum qualifications for the position of Police Officer shall include:

1. Being at least 21 years of age, at least six months prior to hire date.
2. Holding a High School diploma or GED equivalent.
3. Possession of a valid Washington State driver's license.
4. U.S. Citizenship.
5. Ability to pass a rigid medical examination which includes pre-placement polygraph, drug screening and psychological examinations.
6. Ability to prepare and effectively present oral and written communications in English.
7. A criminal record or record of traffic violations may be disqualifying.

8. Must have a good credit rating.
9. The use of any hallucinogen will be disqualifying. Usage of any other drugs within the past 24 months will also be disqualifying.
10. A history of alcohol abuse may be disqualifying.

Signature _____ Date _____