

City of Colfax Job Description

TITLE: POLICE OFFICER

DEPARTMENT: Police Department

REPORTS TO: Chief of Police

GRADE: One/Two

MAJOR FUNCTION AND PURPOSE: Performs all duties required for general law enforcement and protection of the public; enforces state, local and federal laws, receives and investigates calls from citizens; handles all aspects of criminal and traffic safety investigation, using independent judgement and initiative in applying law enforcement procedure.

SUPERVISION RECEIVED: works under the direct supervision of the Chief of Police. The officer shall receive duty assignments and be directed in operations by the Assistant Chief or Police--Operations.

SUPERVISION EXERCISED: None exercised.

SPECIFIC DUTIES AND RESPONSIBILITIES: In addition to any other duties provided by statute, ordinance, resolution or otherwise, the duties of the Police Officer includes the following:

1. Enforces federal, state and local laws;
2. Investigates reports of criminal activities;
3. Investigates traffic accidents;
4. Interrogates and interviews witnesses and suspects;
5. Composes and files written reports;
6. Takes necessary steps to insure public safety, maintain peace, render aid and assistance.
7. Patrols jurisdictional area by vehicle or on foot and observes and detects suspicious and criminal activity and investigates as necessary;
8. Gathers evidential material at scenes of criminal activity and accidents and at any other scene where evidence collection is necessary;
9. Renders first aid and other emergency assistance;
10. Serves warrants, makes arrests, transports criminals, and testifies in court;
11. Receives duty assignments and performs work independently, using judgement and initiative in applying law enforcement procedures.
12. Remains available for emergency response as assigned;
13. Maintains knowledge of Fire Department function and procedures;
14. Performs and other duties as assigned by the Chief of Police.

MINIMUM QUALIFICATIONS: Includes the prerequisites as set forth in RCW 41.12 and any other qualifications as determined by the Colfax Civil Service Commission. Must be able to patrol in a vehicle or on foot, work outdoors in poor weather, be able to communicate in person, by telephone and by radio and have sufficient dexterity to use firearms and other police equipment and use computers and other office equipment.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

WORK ENVIRONMENT: Shares limited office space with three other officers at City Hall. Works rotating shifts and generally works alone on a given shift.