

**Town of Odessa  
Equal Opportunity Employer  
Job Description  
Police Officer**

**General Description:**

This position is responsible for general duty police work, involving the protection of life and property, the enforcement of laws and ordinances, prevention and investigation of crimes, and maintenance of order in a patrol car and on foot. Work is performed according to the departmental regulations and procedures, duty assignments, general and special instructions received from the Chief of Police. One condition of employment is that the Police Officer live locally.

**Reports to:** Chief of Police

**Typical Duties:**

- Responds to emergency and routine calls for service.
- Makes arrests for various crimes.
- Documents, thoroughly and clearly, incidents and actions by writing case reports and preparing other related reports.
- Patrols town in police vehicle and on foot patrol. Patrols business and residential areas to provide an element of safety by visibility. Assists area agencies as necessary.
- Takes immediate action to remedy hazards and protect life and property.
- Stops traffic violators and takes appropriate remedial action; identifies suspicious individuals and questions their activities. Apprehends violators or offenders of the law, sometimes involving a substantial element of personal danger. In instances where lawful arrests are resisted, the officer must be prepared and able at all times through high levels of physical exertion to protect citizens, themselves, fellow officers and overcome the resistance.
- Attempts to tactfully diffuse any verbal or physical abuse, which may occur in the course of performing work assignments. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and others encountered in an antagonistic environment.
- Communicates effectively in court and other formal settings, as well as over law enforcement radio channels and highly stressful situations.
- Operates a motor vehicle in all environmental conditions and on occasion, operates the vehicle at high speeds and in difficult traffic and roadway conditions.
- Performs criminal investigations, enforces municipal traffic regulations, investigates traffic collisions, and identify criminal activity.
- Takes directions from the Chief of Police.

**Qualifications:**

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Completion of the Washington State Law Enforcement Academy or equivalent.
- No felony convictions.
- U.S. Citizen.
- Ability to deal effectively with the public using tact and diplomacy.
- Knowledge of technical and administrative aspects of crime prevention and community policing.
- Knowledge and understanding of federal, state, and local laws and ordinances pertaining to law enforcement functions.
- Proficient in use of firearms and related police equipment and tools.
- Ability to make split-second decisions to ensure the well-being of the public, the Department and subordinate personnel.
- Ability and willingness to maintain strict confidentiality.
- Strong community relation skills.
- Geography and street locations

**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 required to walk, run, stand, sit, talk, or hear, use of hand to finger, reach with hands and arms, handle, or feel object, tools, or controls; occasionally climb or balance; stoop, kneel, crouch or crawl.
- The employee must be able to lift and/or move up to 80 pounds and may need to physically control individuals or items in excess of 200 pounds.
- The employee may encounter hazards arising from contact with violent individuals. In addition, in the course of performing his/her duties, the employee may be exposed to bio-hazardous materials (i.e. blood-borne pathogens) or hazardous materials released at the scene. Continuous attention to safe working and operating procedures is required.
- The employee serving in this capacity may be required to use a firearm, or may be required to utilize specialized protective equipment or generalized protective equipment.
- Work is performed both indoors and outdoors. This position is subject to various work schedules and may be required to work additional time as the need arises.

- Ability to operate a vehicle, two-way radio and to effectively utilize and operate law enforcement equipment.

**The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.**

**Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

**This job description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and requirements of the job.**

---

**Signature**

---

**Date**