

POSITION DESCRIPTION

Police Officer

Department: Police
Division: Patrol
Location: Police Station

Job Code Number: 200-
Grade Number: *
Union: Teamsters
Date: June 1, 2015

GENERAL PURPOSE:

1. Under general supervision, performs a variety of routine and critical duties involving a wide range of public services, crime prevention and apprehension, traffic enforcement, criminal investigation, City Ordinance, State and Federal law enforcement, and corrections functions as assigned. Performs related work as required.
2. The police officer makes independent, critical decisions which impact the lives and property of members of the public, as well as other members of public safety agencies. Officers are called upon to solve a broad scope of problems within the community, often relying on the ability to identify community resources, ranging from domestic difficulties within the home, to effectively combat criminal elements.
3. Police Officer may be asked to perform specific assignments such as school resource officer and truck inspections.

SUPERVISION RECEIVED:

Works under the general guidance and direction of a Police Sergeant.

SUPERVISION EXERCISED:

While generally not a supervisory position, may be called upon to exercise supervision as needed over other officers. Supervision is not a normal responsibility of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Patrol in a vehicle or on foot within the City to provide a visible prevention profile to deter criminal conduct, traffic offenses and other public hazards
2. Provide a rapid response in time of emergency or when otherwise dispatched to a call for assistance or a crime complaint
3. Ability to quickly size up complex situations involving the public safety and make rapid, sound decisions
4. Well-developed ability to drive a vehicle under adverse conditions

5. Ability to use a variety of defensive weapons and tactics
6. Ability to use logical reasoning, sound judgment, and a well-developed sense of reasonableness
7. Conduct investigations and make comprehensive reports, assimilate and recall considerable detailed information
8. Care for the ill and injured as an emergency first responder and initiate help for the mentally ill
9. Ability to demonstrate resourcefulness, sound judgment, and tact in emergency situations
10. Effect lawful arrests when mandated or required
11. Regulate conduct and have the ability to communicate very effectively with the public
12. Function as a corrections specialist in the City Jail as necessary
13. Provide temporary relief to Communications Officers
14. Assist other City and governmental agencies as needed
15. Any other duties or tasks assigned by a supervisor

REQUIRED MINIMUM QUALIFICATIONS:

Experience & Training

Must be currently certified by the Oregon Department of Public Safety Standards and Training (DPSST) with a minimum of a “basic certificate”, or have the ability to obtain said certification.

1. Education & Training:
 - a. Any combination equivalent to graduation from high school or GED program.
 - b. Must be 21 years of age.
 - c. Must be a U.S. citizen
 - d. Must have a valid Oregon driver’s license
 - e. Must be able to pass a thorough background investigation

TOOLS AND EQUIPMENT USED:

1. Police car, police radio, radar gun, handgun and other weapons as required, ASP or side handle baton, handcuffs, Breathalyzer, Automated External Defibrillator (AED), pager, first aid equipment, personal computer including word processing software.
2. Personal computer, including word processing, spreadsheet, data base management software; standard law enforcement tools, devices, and equipment;

PHYSICAL REQUIREMENTS:

1. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to drive an automobile, stand, sit, walk and talk or hear. The employee is occasionally required to; run; run in pursuit; use hands and fingers to handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. The employee 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.

WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is often exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
3. The noise level in the work environment is usually moderate and at times may be loud.

SELECTION GUIDELINES:

1. Following the submission of a formal application there will be an administrative review of education, experience, and certification. Subsequent testing or further requirements will be dependent upon the outcome of that review.

2. 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.

3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

City Manager

Effective Date: June 1, 2015