

POLICE OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To perform a variety of duties in the enforcement of laws and the prevention of crimes; to conduct investigations and provide protection to safeguard citizens' lives and property; to provide support and assistance to special department programs; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level law enforcement staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform a variety of duties in the enforcement of laws and the prevention of crimes; conduct investigations; provide protection to safeguard citizens' lives and property.
2. Patrol the City to preserve law and order; discover and prevent the commission of crimes and enforce traffic and other laws and ordinances; issue warnings and citations; direct traffic at fires, special events and emergency situations.
3. Respond to general public service calls and complaints involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints and related incidents, missing persons, and threats to public safety or health.
4. Conduct investigations of criminal violations and/or activities; review and analyze crime reports for pertinent facts; interview victims and witnesses; interrogate suspects; conduct visual and photographic surveillance of criminal activity; prepare and serve search and arrest warrants; apprehend and arrest offenders.
5. Execute powers of arrest and control including full search, rights advisement and warrant execution.
6. Perform duties using appropriate force to gain compliance from threats; defend self with or without weapons; discharge firearms.
7. Operate emergency vehicles in hazardous road conditions and during high speed pursuits and responses.
8. Testify in juvenile, civil, traffic, municipal and criminal courts, and parole and Department of Motor Vehicles hearings; prepare and present evidence.
9. Participate in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills and general policing skills.
10. Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public.

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11. Prepare a variety of reports on activities, operations, arrests and unusual incidents observed.
12. As assigned, schedule, organize, plan and implement training programs; evaluate training requirements; schedule and maintain records on all mandated training; conduct training courses; evaluate program effectiveness.
13. Perform related duties and responsibilities when assigned to specialized department areas, including gang enforcement, neighborhood watch, or drug enforcement programs.
14. Perform related duties and responsibilities as a property/evidence officer when assigned.
15. Perform related duties and responsibilities as required.

CLASSIFICATION ASSIGNMENTS

Police Officers may be assigned duties and responsibilities focused in an area of specialty that is consistent with the job classification, including but not limited to:

1. Patrol – responsible for the first response to calls for service, traffic enforcement, accident investigation, drug enforcement, preliminary criminal investigations and media relations.
2. Detective – responsible for the follow-up of serious criminal offenses, conducting background investigations on new employees, Crime Stoppers, drug/gang enforcement, informant and intelligence files and the sex offender registration program.
3. School Resources Officer (SRO) – the SRO is an advocate for students and youth in the community, investigates crime, provides classroom instruction, attends extra-curricular events and acts as a mentor and role model for students in the area of alcohol abuse resistance, decision making, self-esteem enhancement and positive alternative choices. The SRO will assist in enhancing communication between police and youth in the community, facilitating the partnership between the schools, parents, the community and youth.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a police department.
Police methods and procedures including patrol, crime prevention, traffic control and investigation.
Rules pertaining to search, seizure and preservation of evidence.
Laws governing the apprehension, arrest and custody of persons accused of felonies, misdemeanors and petty offenses.
Techniques and applications of self-defense and proper use of force.
Operational characteristics of police equipment, vehicles and tools including firearms.
Methods and techniques of crime scene preservation and investigation.
Methods and techniques used in interviewing witnesses, victims or suspects.
Proper use and maintenance of firearms.
Training concepts and practices.
English usage, spelling, grammar and punctuation.
Principles of business letter writing and basic report preparation.
Recent legislation and court decisions affecting police duties
Geography of the city and specific areas of assignment.

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Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a wide range of law enforcement assignments.
Use and care for firearms and other police equipment and vehicles.
Conduct a variety of criminal and special investigations.
Investigate and apprehend offenders.
Interpret and enforce City, State and Federal laws, codes and ordinances.
Present evidence and testimony in court.
Schedule, plan and conduct training programs.
Prepare clear and concise administrative and technical reports.
Respond to requests and inquiries from the general public.
Maintain contact and preserve good relations with the public.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

One year police officer experience.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid, basic DPSST Certification.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Emergency peace control environment; travel from site to site; exposure to hostile environments, traffic hazards, and inclement weather conditions; extensive public contact.

Mobility: Incumbents require sufficient mobility to restrain or subdue individuals; physical endurance in running and climbing; heavy, moderate or light lifting; good balance and hearing; discharge firearms and utilize various other law enforcement equipment; to operate a motorized vehicle.

Vision: Incumbents in this class require vision consistent with Police Standards set by the State of Oregon.