



# Police Officer

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<b>DEPARTMENT:</b>	Police	<b>SUPERVISOR:</b>	Sergeants
<b>CLASSIFICATION:</b>	Non-Exempt	<b>PAYROLL:</b>	SPOA

**POSITION SUMMARY:** To protect life and property, control and arrest offenders of the law, handle disturbances of the peace, and prevent crime by enforcing Federal, State, and Local Laws. Carry out duties in conformance with Federal, State, County and City laws and Codes.

## **ESSENTIAL JOB FUNCTIONS**

*Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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. 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.*

- Must abide by the Law Enforcement Code of Ethics.
- *Respond and Manage Emergencies, taking appropriate action:* Respond to calls for service in accordance with department policy, assessing the situation, controlling the scene, and rendering aid. Deploy needed resources, complete investigations as needed, and re-establish normalcy including both short and extended emergencies such as natural disasters. Using protective equipment to protect from risk when applicable. Work with other officers both internal and from other agencies when appropriate and needed. Perform CPR and First Aid as needed. Operate emergency vehicles under normal and extreme driving conditions.
- *Provide Public Services:* Participate in public education programs/activities, community problem solving projects and crime prevention. Must provide visible patrols for public access, offense deterrence and detection, and traffic enforcement; mediate and resolve domestic disturbances, suspicious persons situations, and civil disputes; assist disabled persons, conduct welfare, security checks, provide traffic control, crowd control, motorist assistance, and information and directions; respond to nuisance calls; conduct security checks; make death notifications. Investigate both criminal and non-criminal traffic crashes. Provide first aid and assist in emergency rescue.
- *Conduct Investigations:* Detect and determine offenses including jurisdiction/venue; identify and secure crime scenes; identify involved/affected persons and needed resources; collect and process evidence; identify and seize contraband; photograph/diagram crime scenes; collect evidence and intelligence; maintain confidentiality; conduct surveillance; complete and assemble documentation, obtain search and arrest warrants, execute and serve

warrants; understand and comply with constitutional law requirements, particularly under the Fourth Amendment.

- *Make Custodial and Non-Custodial Arrests:* Make probable cause arrests, juvenile custody detentions, detoxification holds, mental commitments, and assist in citizen arrests; use proper force and apply restraining devices; conduct pat down and in-custody searches; transport persons in custody; conduct booking procedures and conduct searches and seizures; issue citation in lieu of custody and make proper notifications.
- *Prepare Reports:* Generate professional quality accurate reports in a timely manner using a computer, transfer data from lap top computer to local area network; write investigative, informative/special, and administrative reports; determine proper distribution of reports.
- *Participate in Court Process:* Prepare for trial/hearings. Must be able to give testimony in a court of law without being subject to impeachment due to his/her honest or veracity (or opposites) or due to prior felony conviction. Be able to collect and present physical evidence, sworn statements and visual aids.
- *Operate Vehicles:* Check vehicle for safe and lawful operation, maintain a clean vehicle, keep the vehicle stocked with necessary emergency equipment, and associated other supplies; check vehicle for weapons or contraband; operate a two-way radio and other emergency equipment; operate the vehicle safely under routine conditions, emergency conditions, and in adverse weather.
- *Use and Maintain Equipment:* Operate and maintain firearms, body armor, impact weapons, chemical agents, portable radios restraining devices, lighting/vision equipment, first aid supplies, safety/hazardous material equipment, radar, photographic equipment, traffic cones and flares, evidence gathering equipment, intoxilyzer, computers, riot gear, and audio-visual equipment.
- Maintain satisfactory working relationships with other local law enforcement agencies to coordinate activities, provide mutual assistance and general information about department activities.
- Maintain satisfactory working relationships with other community and government groups and occasionally speaking and conducting presentations on topics of public safety to them.
- Follow all safety rules and procedures established for work areas.
- Temporary Modifications to provide reasonable accommodations, or transitional work assignments, do not waive any essential functions of the job requirements.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

### **AUXILIARY JOB FUNCTIONS**

- Perform other tasks and duties as required by the Chief of Police that may include projects, but not limited to, Detectives, School Resource Officer, K9 Officer, Evidence Room Officer, firearms instruction and maintenance, vehicle and equipment maintenance program, Reserve and Cadet coordinator, Field Training Officer, Defensive Tactics Instructor and various other instructor programs.
- Provide suggestions and recommendations regarding budget development.
- Analyze and recommend improvements to equipment and facilities.
- Appropriately use and maintain police related equipment and technology such as computers, firearms, tasers, video cameras etc.
- Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

### **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION / EXPERIENCE**

- Must be at least 21 years of age
- U.S. citizen or have the ability to become one within 18 months of hire
- A high school diploma, GED or its equivalent is required
- Must have good judgment, communication, and interpersonal skills as demonstrated by past work history and interactions with others.

### **SPECIAL / PREFERRED QUALIFICATIONS**

- Bilingual, AS/AA/BS/BA degree in relevant field of Criminology / Justice or equivalent from an accredited college or university.
- Prefer individuals who have demonstrated abilities with Active Listening, Critical Thinking, Social Perception, Negotiation and Persuasion in addition to current Oregon law and Legal theory.

### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Possess and maintain, in good standing a valid Oregon driver's license.

- Must be able to have and maintain a clean criminal history that meets City and DPSST standards.
- Must be able to obtain and maintain a DPSST Basic Police certification within one year of hire, CPR/First Aid card and valid driver's license.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work locations are in all types of indoor and outdoor environments.
- Contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases.
- Must be available for rotating shifts including weekend and holiday assignments.

### **PHYSICAL ABILITIES**

*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 position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls.
- The position requires mobility and the ability to operate a motorized vehicle.
- Duties involve moving materials weighing up to 10 pounds on a regular basis. Equipment worn typically weighs in excess of 25 pounds.
- Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc.
- Position may be required to deal with violent and combative individuals requiring considerable physical effort.
- Must be able to obtain and maintain physical strength, agility and flexibility standards as indicated by completion of ORPAT once each year. By completing ORPAT you are able to complete six laps, "push pull machine" and the dummy drag of the ORPAT course using the DPSST standard, with the exception of the time limit. While it is highly encouraged to pass ORPAT within the time limit set by DPSST for entrance into the DPSST Academy, we have not set a time limit for certified officers to complete the test each year. Any contractual agreements take precedent over this section.

### **SUPERVISION**

- Works under the general direction of the Sergeants who report via Command Structure to Chief of Police.

- Supervision is not a typical function assigned to this position.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

\_\_\_\_\_  
Police Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date