City of Central Point OR

POSITION DESCRIPTION

Title: **POLICE OFFICER**

Status: **Full-Time, Non-Exempt**
Department: **Police**
Date: **May 14, 2008**

Classification Level: **145 - Police Bargaining Unit**

General Statement Of Duties: City of Central Point police officer duties involve furthering the organizational "Peace Keeping" philosophy through enforcement of state and local laws, traffic regulations, and city ordinances; prevention of crime; control of traffic; participation in, and conducting of, a variety of criminal investigations; providing a high level of customer service, integrating the community into policing activities and encouraging participation in community-based policing activities and programs; and performing a variety of technical and administrative tasks in support of law enforcement services and activities.

Supervision Received: Works on an assigned shift under the direct supervision of the sergeant or corporal who directs activity and reviews work for conformance with departmental policies, procedures, rules and regulations.

Supervision Exercised: Supervision of other personnel is not a normal responsibility of positions in this class; however, in the absence of the shift supervisor, the senior officer on duty will temporarily assume responsibility for supervising the personnel on that shift.

Duties and Responsibilities: The following represent typical examples of work to be performed in this position. Other duties may be assigned. (*essential functions marked with asterisk)

1. Conducts patrol duties on foot, by car and/or bicycle.*
2. Patrols streets, alleys, roads, business and residential areas of the city enforcing parking, traffic, and criminal laws and city ordinances; checks suspicious persons and vehicles.*
3. Responds to a wide variety of calls for service and investigates calls including thefts; juvenile complaints; missing persons; family disputes; domestic violence; barking dogs; business, residential and school alarms; and other city ordinance and law violations.*
4. Investigates traffic accidents, industrial accidents, unattended deaths, and criminal complaints; makes arrest and issues citations and warnings where appropriate; handles prisoners as required by law; conducts follow-up investigations; delivers death messages and other emergency messages.*
5. Prepares full and comprehensive written reports on case investigations that require written reports.*
6. Answers inquiries regarding directions and laws and ordinances, aids stranded motorist, checks road hazards, gives other assistance to the public as needed.*
7. Testifies in court.*

8. Serves warrants and subpoenas.*
9. Performs miscellaneous field services as needed; assists other officers as needed.*
10. Makes security checks on residences, businesses, schools, and other pubic buildings.*
11. Interviews witnesses, suspects, and victims.*
12. Processes crime scenes by dusting for latent prints, photographing, and diagramming; canvases areas for witnesses and other physical evidence.*
13. Provides traffic control at parades, fire scenes, special events, motor vehicle crash scenes, and other events that require traffic control.*
14. Loyally supports, upholds, and defends the United States Constitution, the Bill of Rights, the laws of the State of Oregon, organizational policies, procedures, and mission statements while remaining fully faithful to the Law Enforcement Code of Ethics, and the duty and honor values of the Central Point Police Department.*

Necessary Knowledge, Skills & Abilities:

1. Ability to render credible testimony in a court of law.
2. Ability to maintain valid Oregon driver's license and safely and effectively operate a motor vehicle.
3. Ability to maintain certification as a law enforcement officer in the state of Oregon.
4. Knowledge of the geography of the city, or the ability to acquire this knowledge rapidly.
5. Ability to quickly learn all applicable state, federal and local ordinances, laws, rules and regulations.
6. Ability to communicate orally with department staff, citizens, and other departments and agencies in order to give and receive information in a courteous manner.
7. Ability to conduct in-depth interviews of suspects, witnesses, victims, and others.
8. Skill in the use and operation of all assigned equipment including police vehicle, emergency equipment, firearms, restraint devices, technical and/or specialized equipment and basic first aid equipment.
9. Ability to learn basic crime prevention techniques and police methods, practices and procedures and apply this knowledge to specific situations.
10. Ability to understand and carry out oral and written instructions.
11. Ability to remember names, faces and details of incidents.
12. Ability to deal courteously, but firmly with the public.
13. Ability to analyze situations and to adopt quick, effective and reasonable course of action, with due regard to surrounding hazards and circumstances.
14. Ability to prepare clear and comprehensive reports.
15. Ability to think clearly and make logical decisions in stressful situations.
16. Ability to maintain regular and dependable attendance.
17. Ability to maintain effective work relationships.

Physical Demand: *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 those with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to sit, stand, walk, reach, bend, twist, stoop, manipulate objects, drive, see, talk and hear. The employee occasionally is required to run, kneel, crouch or crawl, climb or balance, and taste or smell. The employee must frequently lift and/or move objects weighing up to 10 pounds, occasionally lift and/or move objects weighing up to 25 pounds, and rarely lift and/or move objects weighing more than 100 pounds. Manual dexterity and coordination sufficient to manipulate various weapons, equipment, and computer keyboard is required for more than 50% of the work period with occasional periods of 100% of the work day. Specific vision abilities required by this job include close, distant, color, and peripheral vision, depth perception, and the ability to adjust focus.

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.*

While performing the duties of this position, work is performed in a police vehicle, office, and/or in the field, exposing the employee to various outside atmospheric conditions. The employee is frequently exposed to unknown and dangerous conditions such as intoxicated or violent persons, life threatening situations such as armed subjects, persons who have contagious diseases/illnesses, and other volatile situations and imminent danger. The noise level in the work environment is usually moderately but employee may occasionally be exposed to very loud noises. Working time may require irregular hours, shift times and/or on-call status.

MIMIMUM QUALIFICATIONS:

1. Must be 21 years of age at the time of appointment
2. Must have a valid Oregon drivers license at the time of appointment
3. Must have a high school diploma or G.E.D.
4. Must be able to provide documentation of legal eligibility to work in the USA
5. Must possess or obtain US citizenship in accordance with OAR 259-008-0010
6. Must not have any felony convictions or domestic violence convictions
7. Must have an acceptable driving record
8. Must be able to pass physical (including hearing and visual) and psychological examinations
9. Must be able to pass a drug and alcohol screen
10. Must be able to fully meet D.P.S.S.T. standard (OAR 259-008-0010) for employment as a law enforcement officer

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REQUIRED SIGNATURES:

Police Chief	05-27-08 Date
City Administrator	5.21.08 Date
Human Resources Manager	5-20-08 Date