

ORGANIZATION: City of North Plains
LOCATION: North Plains, Oregon
DEPARTMENT: Police Department

DATE: Approved January 2, 2001

JOB TITLE: Police Officer

PURPOSE OF POSITION: As a certified police officer within a metropolitan area, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. Provide public information and education activities which may require additional specialized training.

ESSENTIAL JOB FUNCTIONS:

Patrol streets, business and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles.

Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions. Direct traffic at accident/crime scenes as necessary. Perform CPR/First Aid as necessary.

Maintain written records and prepare reports necessary for investigations, crime prevention, prosecution and office activities. Testify in court as necessary.

Conduct case/incident investigations, gather evidence, interview and take statements from victims and witnesses.

Maintain effective working relationship between adjacent law enforcement agencies. Provide assistance and back-up as requested. Facilitate the release of appropriate information to other law enforcement agencies, social service agencies, the media and citizens in regards to on-going investigations, department policies, office safety information, criminal activity, gang documentation, etc.

Perform crime prevention activities which include surveillance patrols, and dissemination of information to the public. Participate in public relations programs which may include speaking to citizen and school groups, and public service efforts e.g. bank escorts, assisting stranded motorists, and fingerprinting, etc.

Make arrests; conduct searches; transport and release prisoners.

Follow all safety rules and procedures established for work areas.

AUXILIARY JOB FUNCTIONS: May be assigned Training Instructor or Field Training Officer. Maintain department-issued equipment. Maintain proficiency by attending training, meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

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JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions. Equivalent to high school graduation plus completion after hire of DPSST basic law enforcement training. At least one year experience as a law enforcement officer is typically required after appointment in order to familiarize incumbent with full scope of job functions.

DESIRABLE REQUIREMENTS: Previous college-level training or experience in law enforcement. Knowledge of the community and surrounding areas. Previous training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS General level certification, etc. Bi-lingual (Spanish/English).

SPECIAL REQUIREMENTS: Must be at least 21 years of age with no criminal record, possess a valid driver's license with acceptable driving record and be a citizen of the United States. Attendance at the Police Academy and possession of DPSST Basic certificate required within one year of appointment.

PHYSICAL DEMANDS OF POSITION: 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 or wearing materials weighing up to 20 pounds on a regular basis; however may be required to move persons weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as: computer keyboard, motorized vehicle, firearms, and other police equipment. Position may require dealing with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS: 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, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back. Must be available for rotating shifts including weekend assignments.

SUPERVISION RESPONSIBILITIES: Supervision is not a typical function assigned to this position; however, may exercise supervision for shift or crime scene when no supervisory personnel are present. Provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the direction of the Police Chief. Due to department staffing levels, a police officer may be assigned to a shift with no supervisory personnel on duty.

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.