

**SUNRIVER SERVICE DISTRICT****JOB DESCRIPTION**

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**POSITION:** POLICE OFFICER      **JOB CODE:** 101  
**DEPARTMENT:** SUNRIVER POLICE      **DATE:** 10/18/18  
**REPORTS TO:** SERGEANT

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**SUMMARY**

Protects life and property in the Sunriver Service District through the enforcement of state criminal laws, traffic laws, Sunriver rules and regulations, and county ordinances. Provides deterrence, detection and investigation of crimes and apprehension of criminal suspects.

**NATURE AND SCOPE**

This is a certified law enforcement position. While the work is generally routine, it may be performed in stressful situations. Individual is required to interpret and apply federal, state, and local laws and regulations, which apply to assignment. Specific tasks are governed by established rules and regulations, policies, procedures and statutes. Position works under supervision of a Sergeant or higher. Activities are reviewed for adequacy of judgment, compliance with rules and regulations, policy and procedures, and achievement of results consistent with goals and objectives. The position is regularly required to deal with the public, with frequent exposure to confrontational language. Work is performed both in an office and outdoor setting sometimes in adverse weather conditions, depending on the nature of the assignment. Work may be performed independently or in a team situation. Certain aspects of work assignments can result in significant legal ramifications if not performed properly.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Carries out the mission of the agency as defined in the mission statement; models and promotes the core values of the organization.
- Proactively patrols roads, pathways and business areas, in an assigned area, for the enforcement of traffic and criminal laws; responds to a variety of misdemeanor and felony reports.
- Maintains records and prepares accurate police reports necessary for effective investigations, crime prevention, prosecution and office procedures.
- Investigates automobile accidents and crimes; administers first-aid as needed; conducts investigations and interrogations, identify, collect, process evidence, take photographs, and take statements of offenders.

- Intervenes in disputes and maintains order. Respond to hazardous situations performed in stressful and dangerous environments.
- Issues citations to violators; makes arrests; transports offenders in custody to jail, institutions or extraditions.
- Informs the public and answers inquiries regarding laws, ordinances, rules and regulations.
- Serves warrants of arrest and civil papers; takes personal property into possession.
- Performs specialized assignments such as deputy medical examiner, field training officer, etc. depending on the individual employee's abilities and skill and the needs of the department.
- Trains other employees in specific areas with expertise. Familiarizes new employees in departmental policies and procedures, the geographical and cultural characteristics of the assigned area, and in general methods to use in various situations.
- Participates in department meetings and attends in-service training classes and other training as assigned.
- Renders assistance to the public.
- Assists other law enforcement agencies.
- In an emergency or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Provides credible and truthful testimony in a court of law as well as any other legal proceeding.
- Performs related work as required.

### **QUALIFICATIONS**

- **Knowledge.** Requires a basic knowledge of administrative procedures, laws, and ordinances sufficient to carry out duties. Requires sufficient writing skills to prepare technical reports; sufficient human relation skills to employ lines of questioning and resolve confrontations.
- **Education and Experience.** High School diploma or GED is required. Additional college or university study in criminal justice or related field is desired.
- **Abilities.** Requires the ability to carry out the full scope of the position. Ability to exercise sound judgment when acting in routine and stressful situations. Ability to

operate handgun, rifle, shotgun, cameras, automotive, and radio equipment; to obtain information through interrogations and observation; and to prepare information suitable for court cases. Ability to cope with stressful situations with respect to individual rights. Ability to communicate clearly and effectively, both orally and in writing. Ability to establish and maintain effective working relationships with fellow employees and with citizens from varied backgrounds.

- **Physical Abilities.** Requires sufficient hand/eye coordination to operate police equipment, weapons and apparatus; visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk while at work; ability to subdue a resistive or combative individual. Requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds. Sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers. Physical ability to affect an arrest.

### **SPECIAL QUALIFICATIONS**

- Requires certification through Oregon Department of Public Safety Standards and Training within one year.
- Requires successful completion of the Field Training Program.
- Requires a valid Oregon State driver's license.
- Age: Must be at least 21 years of age.
- Physical Ability: Applicants must pass a medical exam and psychological evaluation prior to appointment. Applicants must pass a physical agility test (ORPAT or another appropriate test as determined by the District).
- Vision: Not less than 20/20 in one or both eyes or corrected 20/20 in both eyes.
- Criminal Record: Must be free of conviction of a crime other than a minor traffic violation. Dishonorable or undesirable discharge from the military is cause for disqualification. Must be able to provide credible testimony in a court of law.

### **WORKING CONDITIONS**

The work environment is generally outdoors in all conditions to include rain, snow, sleet extremely low or high temperatures. Significant risk factors are associated with this position including, but not limited to: exposure to chemicals, bio-hazards, vehicle traffic, combative persons, physical attack or assault by a weapon. Traumatic incidents can negatively affect the employee's mental health as well. It is incumbent upon the employee to continually assess hazards and employ safety procedures.

Work schedule may be 8 hours, 10 hours or 12-hour shifts. Shifts will cover 24 hours a day, seven days a week, working day or nights, weekends and holidays. Schedules can

change with reasonable notice or with no notice in emergencies. Overtime may be required on occasion.

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Signature

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Date

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Printed name

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Supervisor

Amended: By Resolution 2018-019 by the Sunriver Service District Managing Board,  
October 18, 2018