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| **JOB TITLE:** Police Officer |

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| **DEPARTMENT:** Police | **STATUS:** Non-exempt |
| **REPORTS TO:** Police Chief/Lead Officer | **DATE:** May 2019 |

**GENERAL STATEMENT OF DUTIES/ PURPOSE OF POSITION:**

Provides courteous and professional law enforcement services consistent with the oath of office, Criminal Justice Code of Ethics, City and Department Policy and all appropriate laws and ordinances. Duties are performed in such a manner that promotes the public’s trust, confidence and sense of safety and security. Gervais police officers carry out their responsibilities by focusing on community policing and building relationships with members of the community.

**JOB SCOPE:**

Direct and perform law enforcement, field operations, and criminal investigations, with accountability for results in terms of methods and accuracy. Oversee, review work, and train Police personnel in the performance of their duties.

SUPERVISION RECEIVED: Work is performed under the direction of the Lead Officer and Chief of Police, where procedures and standard practices are established. Has broad discretion to proceed alone in performing regular activities related to law enforcement and criminal compliance within instruction and established procedure and policy. Supervisory direction, State and Federal rules/regulations, and organizational and departmental policies, procedures and special orders dictate actions.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, including reserve officers.

**ESSENTIAL JOB FUNCTIONS/ EXAMPLES OF DUTIES PERFORMED:**

Patrol streets, businesses and residential areas to enforce traffic and criminal laws and identify suspicious activity. Seek out opportunities to interact with the public and build community relationships. Respond to calls in a timely fashion, including crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate action. Direct road traffic at accident/crime scenes as necessary. Consistent with agency priorities and emphasizing traffic safety, issue warnings or citations for violations.

Conduct fair and objective investigations and interrogations, obtain evidence, interview victims and witnesses, compile information and prepare cases for filing of charges. Make arrests; search and transport prisoners. Testify in court as necessary.

Perform crime prevention activities, including dissemination of information to other City officials and the general public. Present public education to various community groups and the general public about crime prevention. Provide general information on laws and ordinances. Direct citizens to appropriate authorities/resources as necessary.

Prepare thorough, accurate and timely police reports/documents that record all necessary information for investigations, crime prevention, and prosecution. This includes reports about investigations and arrests, impounded property, motor vehicle crashes, suspicious activity, use of force and damage to property. Reports will include exculpatory information discovered or reported during investigations. Prepare all forms and reports necessary to file felony and/or misdemeanor charges.

Uses reasonable force, as necessary.

Testify in court as required. Interact with prosecutors, attorneys, and court officials.

Establish and maintain cooperative and effective working relationships with management, staff, outside agencies, and the general public to solve problems and create partnerships.

Maintain proficiency by actively participating in all training and meetings, reading materials, and interacting with others in areas of responsibility.

Maintain safeguards around confidential and/or sensitive files and documents.

Performs all duties in a manner that emphasizes officer safety. Be especially cognizant of officer safety when engaging in high risk activities such as pursuit driving and use of force. Follow all safety rules and procedures established for work areas. Ensure that all equipment used is maintained and operating properly. Maintain work areas in a clean and orderly manner.

May provide assistance to other department personnel as workload and staffing levels dictate.

Performs other duties as assigned by the Chief of Police or Lead Officer.

**JOB QUALIFICATION REQUIREMENTS:**

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge and abilities would be: High school equivalency plus additional specialized courses in law enforcement, criminal justice, or related field.

KNOWLEDGE: Broad knowledge of law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state, and local laws/regulations, use and safety precautions related to a wide variety of law enforcement equipment.

SKILLS: Skill in the use of law enforcement equipment, personal computer, and standard office equipment.

ABILITIES: Ability to establish and maintain effective working relationships with management, employees, other agencies, and the general public; analyze situations quickly and objectively, to recognize actual and potential danger, and determine the proper course of action; communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations and the ability to elicit information and cooperation from staff, the general public and, occasionally, hostile individuals. Physical ability to perform the essential job functions/tasks. Activity may require using deadly force to protect self or others.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Oregon state driver’s license. Must obtain and maintain DPSST Basic Certificate within one year of hire per guidelines established by DPSST. Possession of current CPR/First Aid card. Must be able to qualify with assigned duty weapons.

DESIRABLE REQUIREMENTS: Associate’s or Bachelor’s degree in criminal justice, public administration, or a related field. Possession of BPSST Intermediate or Advanced Certificate or equivalent. Previous experience within an Oregon municipality in a similar capacity.

**PHYSICAL DEMANDS OF POSITION:**

Must be able to perform police officer essential tasks as outlined in DPSST form F-2 (attached).

**WORKING CONDITIONS:**

Work locations are in all types of indoor and outdoor environments. Indoor work occurs under usual office working conditions where the noise level is typical of most office environments. Telephones, personal interruptions, and background noise are common. When in the field, may be exposed to other environmental conditions and is exposed to varying and extreme weather conditions. When responding to emergencies, employees risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs, and drug paraphernalia. Involves contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Subject to 24-hour call back in order to meet the operational needs of the department and City. May be called out in order to respond to incidents or events. Duties are performed during a variety of shifts that include nights and weekends and holidays.

**PERFORMANCE STANDARDS AND GUIDELINES:**

Police officers are attentive to the employer’s lawful business needs and are subordinate to the lawful directives of the Chief of Police and Lead Officer.

Officers use directed and self-directed work time in an efficient and effective manner.

Officers come to work on time and focus on their work responsibilities while at work.

Officers perform their jobs, duties, tasks and assignments in a competent and proficient manner.

Police officers are physically, mentally, medically and psychologically fit to perform their lawful duties.

Officers are able to work independently and possess the discretion to make independent decisions without direct supervision.

Officers exercise discretionary authority in line with the Department’s mission, policies, procedures and objectives, and in compliance with limitations placed on police officers’ authority.

Officers are respectful to others and work in a harmonious manner with others.

*The duties listed in this description are intended only as Illustrative examples of the various types of work that may be performed by individuals in this classification. Any of these duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

Reviewed by: Date: