

CITY OF SUTHERLIN
Job description
POLICE OFFICER

GENERAL STATEMENT OF DUTIES

Police Officer is charged with the responsibility of fulfilling the police mission at the primary level of execution; may train Reserve Officers; protects life and property through enforcement of laws and ordinances; does other related work as required and assigned.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

Prevents and represses crime through patrol activity; enforces the city ordinances, state and federal laws, apprehends offenders and secures compliance in lesser non-criminal matters; performs other related activities peripheral to basic police duties in the area of community services.

SUPERVISION RECEIVED

Works under the general and special instructions of the Chief of Police, who reviews work methods through personal inspection and discussion. Primary supervision is by a Corporal or Sergeant.

SUPERVISION EXERCISED

May exercise occasional supervision as a senior officer on special or relief duty, providing limited training and supervision to Reserve Police Officer.

KEY PERFORMANCE AREAS

1. Operates a patrol vehicle in an assigned area, does routine patrol activity, traffic enforcement and responds to requests for police service.
2. Investigates crimes and other offenses, completing the investigation in certain categories.
3. Carries out miscellaneous non-operational procedures and courtroom duties.
4. Remains informed on current crime problems and engages in tactical operations as directed; is constantly aware of possible vice or narcotic violations, reporting such conditions immediately to the department.
5. Understands the role of a city employee and is alert to non-police problems and hazards in the community, taking whatever action is necessary to correct the problems.
6. Represents the department and the city in public relations activities, educational programs and in daily contact with the public.
7. May train and supervise Reserves.
8. Checks parking violations in congested areas, issues citations for moving and non-moving violations in traffic patrol.
9. Makes arrests for violations of laws and ordinances; serves writs, warrants, and subpoenas.
10. Directs traffic and patrols area for parades, athletic events, fires or other occasions of a special or emergency nature.
11. Investigates accidents, makes reports and arrests if necessary, renders first aid to accident victims.
12. Makes investigations concerning various types of crimes, interviews witnesses and suspects, takes photographs and fingerprints.
13. Appears in court and presents evidence and testimony against alleged violators.
14. Participates in departmental meetings and attends in-service training classes and schools.
15. On relief duty as desk officer, receives complaints from the public, takes telephone or radio calls and relays information to patrol cars and other law enforcement agencies.

16. Searches, handcuffs and transports prisoners when necessary.
17. Maintains general files of the department.
18. Keeps arrest records and various records and reports; conducts follow-up investigations.
19. Renders assistance to the public when any citizen is in distress.
20. Maintains the laws of confidentiality.
21. Performs other duties as assigned or directed.

EDUCATIONAL REQUIREMENTS

High School Diploma/GED; preference given to Associate's or Bachelor's Degree in law enforcement or closely related field, from an accredited institution.

EXPERIENCE AND TRAINING

Preference will be given to Department of Public Safety and Standards (DPSST) Certified Police Officer(s). Preference will also be given to active Reserve Officers with at least two (2) years current experience with a City/County/State law enforcement agency.

PRE-EMPLOYMENT REQUIREMENTS

United States citizen at least 21 years of age and physically capable of performing the duties of a Police Officer. Must successfully complete screening examinations, tests, and background checks conducted by the Department. Must be certified by the Department of Public Safety Standards and Training (DPSST) within one year from date of initial hire. Drug screen, educational and experience verification. Possession of a valid Oregon driver's license; excellent mental condition; good physical condition; good moral character. Demonstrated ability to perform essential functions.

KNOWLEDGE OF

Pertinent federal, state and local laws; proper use of force; police department policies and procedures and code of conduct; location and geography of City and environs; limits and scope of police authority.

ABILITY TO

Act independently and without supervision in the professional performance of all duties and responsibilities of a patrol officer; obtain a "Basic" certification from the Oregon Department of Public Safety Standards and Training within one year of employment; establish and maintain professional working relationships; accurately communicate with others; accurately assess situations and apply the appropriate solution. React quickly, properly, and calmly under emergency conditions; apply CPR and EMT skills in emergency situations.

SKILL IN

Writing detailed and concise reports; proficient use of duty weapons, vehicles and equipment. Understanding and executing oral and/or written instructions; remaining courteous but firm with the public; handling of firearms and application of physical force in emergency situations; and operation of specialized equipment in the performance of duties.

ESSENTIAL FUNCTIONS

Ensuring that order is maintained, laws and ordinances are equitably enforced, thereby protecting the Constitutional rights, lives and property of the public. Assign and evaluate work of Reserve Officers.

MENTAL APTITUDES TABLE

Designated Function	% Time	Aptitude Level
WRITING	20	1
READING	20	1
REASONING	50	1
MATHEMATICS	10	2
VERBAL	40	1

NOTE: Percentages may exceed 100% because functions may occur simultaneously.

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	1
SMELL	2

Note: Acuity and aptitude levels are: High = 1 Medium = 2 Low = 3

Acuity and aptitude levels are established **after** reasonable accommodations are provided.

POSITION FUNCTIONAL REQUIREMENTS

DIVISION/DEPT: Police Department
 JOB TITLE: Police Officer
 REPORTS TO: Police Chief

FUNCTION	N\A	OCCASIONALLY	FREQUENTLY	CONSTANTLY
STANDING				X
BENDING			X	
CLIMBING		X		
WALKING				X
CARRYING/ LIFTING 10 LBS				X
CARRYING/ LIFTING 30 LBS			X	
CARRYING/ LIFTING 100 LBS		X		
OPERATING EQUIPMENT				X
OPERATING MOTOR VEHICLE				X

OTHER PHYSICAL FUNCTIONS: Pushing/pulling, manual dexterity, stooping, sitting, reaching above shoulder level. Must have the physical stamina to work long hours in emergency situations and in all types of inclement weather.