

City of Oregon City

Position Description

Position: Police Officer	OCPEA
Department: Police	FLSA: Non-exempt
Evaluated by: Police Captain	See Police Salary Schedule

Summary

This is full performance law enforcement and crime prevention work. Employees occupying positions of this class are responsible for the protection of life and property through enforcing statutes and laws; rendering emergency assistance to the public in a wide variety of situations; performing standard crime and accident prevention duties; serving arrest warrants; dispatching police services; issuing citations for violation of city ordinance and state statutes; identifying and recovering stolen property; investigation of traffic accidents and initial investigation of crimes; deciding whether to arrest or not, as well as when to use force or firearms. Work involves an element of personal danger and incumbents are responsible for enforcing statutes and laws with minimal supervision. Work is occasionally reviewed while it is being performed but it is primarily reviewed by a supervisor who reads reports and evaluates results of completed work. During their probationary period, officers receive classroom and on-the-job training related to police work applying these to work situations. They are transferred from one shift to another to acquaint them with various aspects of work within the department. Throughout this period, officers perform the full range of police officer duties under the immediate supervision of an experienced police officer or high graded person. They are also required to obey all orders from superior officers and all rules and regulations of this department.

Essential Duties and Responsibilities

- Patrols a designated area of the city in a police patrol vehicle or on foot to deter and discover crime and enforce traffic ordinances; does on-the-scene investigations of incidents, aids persons in trouble, and renders other public services as needed.
- Issues citations to violators of city ordinances and state statutes; serves warrants of arrest; arrests persons on misdemeanor and felony charges; handcuffs and searches arrested persons and secures their custody; completes necessary reports concerning the alleged crime, the circumstances of arrest, evidence obtained and the names of witnesses, victims, and complainants.
- Responds to reports of possible crime and takes initial action as situations require, to secure the scene; administers emergency first aid; interviews available victims and witnesses; gathers evidence and arrests suspects; completes incident and arrest reports; investigates persons suspected of being engaged in crime; ascertains and secures evidence pertaining to alleged crime; arrests suspects for probable cause; and requests specialized assistance as needed.
- Responds to automobile accidents; administers emergency first aid and summons necessary assistance; interviews principals and witnesses; makes general drawings of accident scenes, noting details and completes standard accident reports; issues citations or makes arrests as situation warrants.

- Investigates and assist drivers in stalled vehicles and pedestrians who appear to be hurt or in trouble; interviews persons with complaints or inquiries, gives information on laws and ordinances, and attempts to resolve the problem or to direct them to proper authorities.
- Investigates family disputes and reports of maltreatment of children; takes principals into custody, as needed, or refers them to appropriate agencies, such as juvenile and medical authorities.
- Performs guard duty in court or serves as bodyguard to public officials or threatened persons; transfers prisoners to and from jails, testifies in court.
- Performs specialized duties depending upon individual officer's background and abilities and the needs of the department and are required to maintain their assigned departmental equipment.
- Perform physical requirements associated with the position; including the ability to walk, run, jump, stand, lift, sit, restrain combative individuals, drive for long periods of time, and other physical requirements as determined by DPSST.
- Develops contacts to obtain information about crime, maintains contact with paroled criminals and suspects at large.
- Broadcasts and receives messages; maintains contact with and notes status of field units.
- Processes and secures services or information required by field units; relays requests to proper departmental division.
- Not all work to be performed is specifically described.

Qualifications

- **Knowledge and Skills (at time of appointment)**
- Skill in analyzing situations quickly and objectively to recognize actual and potential dangers and to determine proper course of action.
- Skill in reading and understanding laws, ordinances, rules and regulations.
- Skill in coping with stress situations firmly, tactfully, and with respect for individual rights.
- Skill in communicating clearly, verbally and in writing.
- Skill in the use of computers.
- Skill in establishing and maintaining effective working relationships with fellow employees and with citizens from varied racial, ethnic, and economic backgrounds.
- Skill in developing skill in the use and care of a variety of firearms.
- Skill in learning and using investigative techniques and procedures.
- Skill in observing and remembering detail.
- Skill in learning to drive light duty passenger vehicles skillfully.
- Physical strength and agility sufficient to perform the work of the class.
- Skill in the use and care of firearms.

- **Special Requirement**

Must be 21 years of age. Possession of and maintain a valid Oregon driver's license. Obtain and maintain a basic certification issued by the DPSST within eighteen (18) months of first day of employment. Must pass an extensive background investigation with no felony criminal record.

- **Experience and Training**

Graduation from high school, or the equivalent GED certificate. Preference will be given to previous experience in law enforcement or those who have a basic DPSST certificate. College level law enforcement course work is desirable but not required. Any satisfactory equivalent combination of experience and training, which insures the ability to perform the work, may be substituted for the above.