



Job Title: 202 – POLICE OFFICER

Position Grade: P145

Classification Series: Public Safety

Department: Police

Payroll Status: Full-Time, Non-Exempt

Union Status: Police Bargaining Unit

Purpose: City of Central Point police officer duties involve furthering the organizational “Peace Keeping” philosophy through enforcement of state and local laws, traffic regulations, and city ordinances; prevention of crime; control of traffic; participation in, and conducting of, a variety of criminal investigations; providing a high level of customer service, integrating the community into policing activities and encouraging participation in community-based policing activities and programs; and performing a variety of technical and administrative tasks in support of law enforcement services and activities.

Supervision Received: Works on an assigned shift under the direct supervision of the lieutenant or corporal who directs activity and reviews work for conformance with departmental policies, procedures, rules and regulations.

Supervision Exercised: Supervision of other personnel is not a normal responsibility of positions in this class; however, in the absence of the shift supervisor, the senior officer on duty will temporarily assume responsibility for supervising the personnel on that shift.

Duties and Responsibilities: This list is an *example* of tasks the employee may be expected to perform, but is not intended to be all inclusive.

General Duties:

- Conducts patrol duties on foot, by car and/or bicycle.
- Patrols streets, alleys, roads, business and residential areas of the city enforcing parking, traffic, and criminal laws and city ordinances; checks suspicious persons and vehicles.
- Responds to a wide variety of calls for service and investigates calls including thefts; juvenile complaints; missing persons; family disputes; domestic violence; barking dogs; business, residential and school alarms; and other city ordinance and law violations.
- Investigates traffic accidents, industrial accidents, unattended deaths, and criminal complaints; makes arrest and issues citations and warnings where appropriate; handles prisoners as required by law; conducts follow-up investigations; delivers death messages and other emergency messages.
- Prepares full and comprehensive written reports on case investigations that require written reports.
- Answers inquiries regarding directions and laws and ordinances, aids stranded motorist, checks road hazards, gives other assistance to the public as needed.
- Testifies in court.
- Serves warrants and subpoenas.
- Performs miscellaneous field services as needed; assists other officers as needed.
- Makes security checks on residences, businesses, schools, and other public buildings.
- Interviews witnesses, suspects, and victims.
- Processes crime scenes by dusting for latent prints, photographing, and diagramming; canvases areas for witnesses and other physical evidence.
- Provides traffic control at parades, fire scenes, special events, motor vehicle crash scenes, and other events that require traffic control.

- Loyal supports, upholds, and defends the United States Constitution, the Bill of Rights, the laws of the State of Oregon, organizational policies, procedures, and mission statements while remaining fully faithful to the Law Enforcement Code of Ethics, and the duty and honor values of the Central Point Police Department.
- Contribute to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
- Maintain cooperative working relationships with co-workers, management, other departments, vendors, and the general public.
- Demonstrates regular, reliable and punctual attendance.
- Ability to accept direction and constructive criticism from supervisors and managers.
- Follow all safety rules and procedures for work areas.
- Abide by all City rules, policies, and procedures.
- Perform other responsibilities and other duties as assigned.

Core Competencies*:

Individual Contributor – Incumbents should have a solid foundation of the following core competencies identified by the organization to be essential:

Composure - Effective performers maintain emotional control, even under ambiguous or stressful circumstances. They are able to demonstrate emotions appropriate to the situation and continue performing steadily and effectively.

Drive/Energy - Effective performers have a high level of energy and the motivation to sustain it over time. They are ambitious and passionate about their role in the organization. They have the stamina and endurance to handle the substantial workload present in today's organizations. They know that a healthy work/life balance is important to sustained energy. They are motivated to maintain a fast pace and continue to produce even in exhausting circumstances.

Initiative - Effective performers are proactive and take action without being prompted. They don't wait to be told what to do or when to do it. They see a need, take responsibility, and act on it. They make things happen.

Integrity - Effective performers think and act ethically and honestly. They apply ethical standards of behavior to daily work activities. They take responsibility for their actions and foster a work environment where integrity is rewarded.

Problem Solving/Decision Making - Effective performers are able to identify problems, solve them, act decisively, and show good judgment. They isolate causes from symptoms, and compile information and alternatives to illuminate problems or issues. They involve others as appropriate and gather information from a variety of sources. They find a balance between studying the problem and solving it. They readily commit to action and make decisions that reflect sound judgment.

Team Player - Effective performers are team oriented. They identify with the larger organizational team and their role within it. They share resources, respond to requests from other parts of the organization, and support larger legitimate organizational agendas as more important than local or personal goals.

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Job Qualification Requirements (Knowledge, Skills & Abilities):

KNOWLEDGE: Knowledge of the geography of the city, or the ability to acquire this knowledge rapidly. Knowledge of personal computers and experience with word processing sufficient to produce reports and correspondence.

SKILLS: Skill in the use, care, and safe operation of all assigned equipment including police vehicle, emergency equipment, firearms, restraint devices, technical and/or specialized equipment and basic first aid

equipment. Conduct in-depth interviews of suspects, witnesses, victims, and others. Prepare clear and comprehensive reports. Think clearly and make logical decisions in stressful situations.

ABILITIES: Able to provide reliable testimony in court, operate motor vehicles safely, and maintain law enforcement certification in Oregon. Able to quickly grasp and apply state, federal, and local laws. Able to understand and carry out oral and written instructions. Communicate and engage with colleagues, citizens, and other agencies in a polite and courteous manner. Deal courteously, but firmly with the public. Learn basic crime prevention techniques and police methods, practices, and procedures, and apply this knowledge to specific situations. Able to remember names, faces and details of incidents. Ability to analyze situations and to adopt quick, effective and reasonable course of action, with due regard to surrounding hazards and circumstances.

Minimum Required:

- Must be 21 years of age at the time of appointment; and,
- High School Diploma or G.E.D.; and,
- Be able to provide documentation of legal eligibility to work in the USA; and,
- Possess or obtain US citizenship in accordance with OAR 259-008-0010; and,
- Must not have any felony convictions or domestic violence convictions; and,
- Must be able to pass physical (including hearing and visual) and psychological examinations; and,
- Pass a drug and alcohol screen; and,
- Must be able to fully meet DPSST standard (OAR 259-008-0010) for employment as a law enforcement officer.

Preferred/Special:

NA

Driver's License:

Possession of a valid driver's license at time of hire with an acceptable driving record per City policy is required and must be maintained as a condition of continued employment.

Required certifications:

- DPSST Basic Police certification upon completion of Police Academy.

Physical Demand: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, reach, bend, twist, stoop, manipulate objects, drive, see, talk and hear. The employee occasionally is required to run, kneel, crouch or crawl, climb or balance, and taste or smell. The employee must frequently lift and/or move objects weighing up to 10 pounds, occasionally lift and/or move objects weighing up to 25 pounds, and rarely lift and/or move objects weighing more than 100 pounds. Manual dexterity and coordination sufficient to manipulate various weapons, equipment, and computer keyboard is required for more than 50% of the work period with occasional periods of 100% of the work day. Specific vision abilities required by this job include close, distant, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


While performing the duties of this position, work is performed in a police vehicle, office, and/or in the field, exposing the employee to various outside atmospheric conditions. The employee is frequently exposed to unknown and dangerous conditions such as intoxicated or violent persons, life threatening situations such as armed subjects, persons who have contagious diseases/illnesses, and other volatile situations and imminent danger. The noise level in the work environment is usually moderately but employee may occasionally be exposed to very loud noises. Working time may require irregular hours, shift times and/or on-call status.

REQUIRED SIGNATURES:

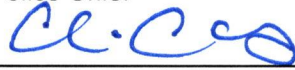
My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position, and the minimum education and experience required for the position.




Police Chief



Date



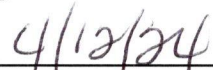
City Manager



Date



Human Resources Director



Date