

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: POLICE OFFICER

Department: Police

Employee Group: CCPOA

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade: F

Date: January 2019

GENERAL FUNCTION:

This position performs law enforcement work as necessary to maintain public peace and order, to protect life and property and to prevent crime. Federal, State, and local laws and ordinances are enforced while performing both patrol and investigative activities. Public relations and crime prevention activities are an integral part of this job's responsibilities.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with fellow employees and with persons outside the City organization.
3. Performs active patrol of City roads and residential and business areas of the City and enforces traffic laws, criminal laws and City ordinances.
4. Takes and prepares full and comprehensive reports on activities within the officer's jurisdiction.
5. Responds to a variety of radio calls, including traffic accidents, thefts, burglaries, rapes, family disputes, juvenile disputes, large parties, animal related calls, etc., taking appropriate action. May provide delivery services as requested.
6. Investigates accidents and criminal complaints, make arrests and issues citations. May transport prisoners as required by law.

7. Assists the public by answering questions regarding directions, laws, and ordinances; aiding stranded motorists; checking roads and street signs; reporting defects; and giving any other assistance needed by the public.
8. May assist in crime prevention and public relation activities including making presentations to various groups.
9. Appears in court as a witness, when necessary.
10. Performs minor first aid at scenes of accidents, which sometimes include serious injuries, and directs traffic if necessary.
11. Ensure the security of sensitive information and limit its dissemination to only approved certified personnel. This includes communications on the MDC, report writing computers and radio communications.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered)

1) Job Preparation:

a) Education:

- i) Experience as reserve who has successfully completed DPSST certified reserve academy training; or as a civilian, military law enforcement officer with a minimum one (1) year experience; or equivalent experience as determined by the hiring authority. Must have a high school diploma or GED Certificate (An Associate Degree from an accredited college or university is preferred/desirable.) Must obtain basic certification from the Department of Public Safety Standards and Training (DPSST) within one year from time of appointment. Any candidate selected who has not graduated from DPSST Academy training will be placed in Recruit classification. Following graduation from DPSST academy and one year satisfactory performance, the Recruit Officer will be eligible for promotion to Police Officer classification.
- ii) Must be 21 years of age and a U.S. citizen, and possess an Oregon Driver's License at time of appointment and a good driving record required. Requires 2 years of prior law enforcement experience and DPSST Basic Police

Certification or equivalent out of state certification to be considered for a lateral police officer position.

b) Training:

- i) Specialized skills and abilities to perform job include skill in intoxilyzer and radar operation; firearms proficiency; safe motor vehicle operation in emergency situations, i.e., high speeds; ability to communicate effectively and clearly in written and verbal form; providing comprehensive and objective reports; and ability to comprehend instructions and act upon them accordingly.
- ii) Requires sufficient physical strength and agility to perform the work of this classification.

2) Supervision:

Received: Limited supervision from a Police Sergeant or an officer of higher rank who assigns work details and reviews work for conformance to departmental rules and regulations, policies and procedures, Federal, State and City laws.

Exercised: Supervision is not a normal responsibility of this position. May have input on the training of reserves. May give direction to other personnel in similar job function at comparable or subordinate levels, when serving as a primary officer on calls for service.

3) Communication:

Relationships outside the City organization include other police or enforcement agencies, children's services, behavioral health units, county courts, district attorney's office, county and state parole and probation officers, schools and criminals on a fairly frequent basis either in written or verbal form.

Contacts are made with other City departments (largely with municipal court) and on a less frequent basis all other departments.

Contact with the City's residents is frequent providing assistance, taking reports, issuing warnings, citations, arrests, etc. Often contact is of a negative enforcement nature with the general public.

Sensitive information is communicated both in the taking of reports and in the investigation of alleged criminal activity.

4) Cognitive Functions:

This position is not normally responsible for the development of new policies, procedures, systems and methodologies, though assistance may be requested in said development.

There is precedent available on which to base decisions made in most incidents. With the variety of situations an officer encounters, an officer is expected to judge each situation and act accordingly in a relatively short period of time.

The officer has discretionary decision making power on a regular basis regarding enforcement decisions; i.e., arrest or not arrest, issue a verbal warning or a citation, least likely, shoot or not shoot.

Errors that could be made in the normal course of work may result in civil or criminal suit against the officer and/or City or injury to or death of an officer or civilians.

5) Working Conditions:

Employees in this position drive and work in all types of weather and traffic conditions.

Officers are exposed to a variety of physical risks on a frequent and unpredictable basis which could result in personal injury, death, or property damage. Such exposures include but are not limited to exposure to threats against self and family members, verbal and physical assaults, communicable diseases, and mental or physical illnesses. Dangers are caused by contact with violent and ill people in unpredictable situations.

Rotating shifts, working weekends, and holidays is expected and occurs as a normal course of duty. Changes in shifts may occur with limited notice. Overtime, split days off and shifts, and double back shifts may occur on an unexpected but regular basis. Call back for court duty on a regular day off is to be expected.

6) Resource Accountability:

Officers are held accountable for the vehicles they drive and the equipment provided therein.

Officers make reports and maintain notebooks with sensitive information; however, they are not normally responsible for the maintenance of these records.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee

Date