

PATROL 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 Police Chief, who reviews work methods through personal inspection and discussion.

SUPERVISION EXERCISED:

May exercise occasional supervision as a senior officer on special or relief duty.

KEY PERFORMANCE AREAS:

1. Operates a mobile radio patrol unit in an assigned area, engaging in routine patrol activity, traffic enforcement and responds to requests for police service.
2. Makes preliminary investigations of crimes and other offenses, completing the investigation in certain categories.
3. Investigates traffic accidents and other traffic matters.
4. Conducts field interviews where necessary in areas and at times dictated by current criminal activity.
5. Carries out miscellaneous non-operational procedures, dispatching and courtroom duties.
6. Remains informed on current crime problems and engages in tactical operations as directed; is constantly aware of possible vice or narcotic

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violations, reporting such conditions immediately to the department.

7. 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.
8. Represents the department and the City in public relations activities, educational programs and in daily contact with the public.
9. May train and supervise Reserves.
10. Checks parking violations in congested areas, issues citations for moving and non-moving violations in traffic patrol.
11. Makes arrests for violations of laws and ordinances; serves writs, warrants, and subpoenas.
12. Directs traffic and patrols area for parades, athletic events, fires or other occasions of a special or emergency nature.
13. Investigates accidents, makes reports and arrests if necessary, renders first aid to accident victims.
14. Makes investigations concerning various types of crimes, interviews witnesses and suspects, takes photographs and fingerprints.
15. Appears in court and presents evidence and testimony against alleged violators.
16. Participates in departmental meetings and attends in-service training classes and schools.
17. 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.
18. Books in prisoners, acts as jailer and transports prisoners when necessary.
19. Maintains general files of the department.
20. Keeps arrest records and various records and reports; conducts follow-up investigations.

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21. Renders assistance to the public when any citizen is in distress.
22. Maintains the laws of confidentiality.
23. Performs other duties as assigned or directed.

EMPLOYMENT STANDARDS:

EDUCATIONAL REQUIREMENTS:

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

EXPERIENCE AND TRAINING:

Prefer one year current experience with a civilian or military Police Department and the ability to obtain a "Basic Certificate" from the Oregon Board on Police Standards and Training within one year of appointment; or two years current experience with the City Police Department as an active Reserve Officer.

PRE-EMPLOYMENT REQUIREMENTS:

United States citizen; must be 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 Board of Police Standards and Training within one year from date of initial hire. Drug screen, bondable, 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. Obtain a "Basic" certification from the Oregon Board on Police Standards and Training within one year of employment; establish and maintain

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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.

ESSENTIAL FUNCTIONS:

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; operating all terrain vehicles and other specialized equipment in the performance of duties. 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. Must be able to work in all types of weather. Could be required to work off set hours (work shifts) and holidays.

COMPENSATION TYPE: Monthly

FLSA EXEMPTION STATUS: Non-Exempt

JOB GRADE: Entry level through Step 5

MENTAL APTITUDES TABLE

Designated Function	% Time	Aptitude Level	
WRITING	10	2	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	20	1	
REASONING	50	1	
MATHEMATICS	25	2	
VERBAL	20	2	

BASIC ACUITIES

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

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

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

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POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Police Department
Job Title: Patrol Officer
Reports To: Police Chief

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
DRIVING	18			75
FILING	18			2
KNEELING				2
LIFTING		3	50	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
RUNNING				5
WALKING				10
OTHER*		3		5
COMPUTER ENTRY	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

*e.g., pushing/pulling, stooping, operating radio, reaching above shoulder level.