



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Police	DATE: March 2022
JOB TITLE: Community Policing Officer	JOB STATUS: Non-Exempt
SALARY GRADE: Teamsters 5	FLSA Exempt: No

PURPOSE OF POSITION: To serve as the Police Department liaison performing a variety of duties including enhancing public safety through outreach, education and crime prevention.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Facilitate and coordinate meetings and training courses.
2. Compile and review informational reports. Work with department staff to determine the efficiency of programs and develop strategies to reduce crime.
3. Serve as liaison to promote and enhance public safety, as well as to ensure harmonious partnerships.
4. Train, coach, educate and serve as a law enforcement resource to enhance crime prevention, reduction, and awareness in schools, churches, and businesses as well as to private citizens and civic groups.
5. Conduct business and home security surveys; provide site reports with written recommendations highlighting premise security strengths and weaknesses.
6. Quality control the integrity and efficiency of information entered into the CodeRed system; make recommendations as to the activation of CodeRed.
7. Direct, advise, train, and coordinate the Police Department's Volunteer Program. Conduct reference and criminal history background checks to ensure CJIS approval and to determine if qualified for volunteer program.
8. Instruct and administer the Safety Belt and Cell Phone Violation Education Deferral Program to offenders referred by State and County courts.
9. Fingerprint individuals for non-criminal purposes. Quality control CJIS clearance data and forward documentation to OSP Identification. Maintain Citywide CJIS clearance information.
10. Monitor and update Police Department and Court webpages with current and accurate information.

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MANDATORY QUALIFICATIONS:

Education & Experience:

1. Equivalent to high school diploma.
2. Associates Degree and two years of general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates:

1. Must be 21 years of age or older and have the ability to pass a criminal record and background check.
2. Possess and maintain a valid Oregon operator's driver license.
3. Ability to possess and maintain LEDS Inquiry Certification within 6 months of appointment.
4. Ability to possess and maintain CPR/First Aid card within 6 months of appointment.
5. Possess and maintain CJIS security clearance.

DESIRABLE QUALIFICATIONS:

1. Previous support experience within a law enforcement; police procedures and programs are desirable.
2. Basic Crime Prevention Academy completion is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. A working knowledge of office procedures, operation of standard office equipment, record keeping and filing systems.
2. Proper use of English language, grammar, spelling and punctuation.
3. City Government & Police policies and procedures
4. Principles of Police administration
5. Reporting and disclosure requirements of government entities.
6. Working knowledge of a computer aided dispatch/records system within six months.
7. Local area streets and location

Skill in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.

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3. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
4. Developing and implementing recommendations regarding work procedures and cost-effective services.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. This position requires mobility.
2. Duties involve moving materials weighing up to 30 pounds on a regular basis and may infrequently require moving materials weighing up to 50 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as radios, video projectors, telephone, computer keyboard, calculator, and other standard office equipment.

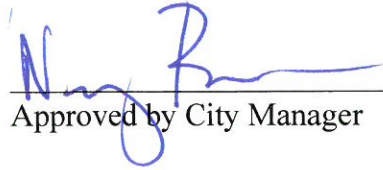
WORKING CONDITIONS:

1. Work is performed in a variety of environments, including usual office working conditions.
2. Noise level in the work area is somewhat higher than a typical office environment; however, no hearing protection is required.
3. Incumbent will be required to adjust work schedule to fit meeting, special event or class schedules.
4. Work environment may require the use of less-lethal weapon and portable radios.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

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SUPERVISION RECEIVED: Works under the general supervision of the assigned Lieutenant.



Approved by City Manager

3/25/2022
March 2022