



## JOB DESCRIPTION

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**ORGANIZATION:** City of Lebanon

**DEPARTMENT:** Police

**JOB TITLE:** Community Policing Officer

**LOCATION:** Lebanon, OR

**DATE:** February 2013

**JOB STATUS:** Non-Exempt

**FLSA Exempt:** No

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**PURPOSE OF POSITION** 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 are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Maintain regular job attendance and adherence to working hours.
2. Operate a motor vehicle safely and legally.
3. Facilitate and coordinate meetings and training courses.
4. Compile and review informational reports. Work with department staff to determine the efficiency of programs and develop strategies to reduce crime.
5. Serve as a liaison to promote and enhance public safety, as well as to ensure harmonious partnerships.
6. 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.
7. Conduct business and home security surveys; provide site reports with written recommendations highlighting premise security strengths and weaknesses.
8. Quality control the integrity and efficiency of information entered into the CodeRed system; make recommendations as to the activation of CodeRed.
9. 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.
10. Instruct and administer the Safety Belt and Cell Phone Violation Education Deferral Program to offenders referred by State and County courts.

11. Fingerprint individuals for non-criminal purposes. Quality control CJIS clearance data and forward documentation to OSP Identification. Maintains Citywide CJIS clearance information.
12. Monitor and update Police Department and Court webpage with current and accurate information.
13. Follow all safety rules and procedures for work areas and use of City vehicles.
14. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.
15. Maintain work areas in a clean and orderly manner.

**QUALIFICATION REQUIREMENTS:****Education & Experience:**

1. Equivalent to a 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, able to pass a criminal record and background investigation.
2. Possess and maintain a valid Oregon operator's driver's license.
3. Must possess and maintain LEDS Inquiry Certification within six (6) months of appointment.
4. Possess and maintain CJIS security clearance.
5. Possess and maintain CPR/First aid Certificate within six (6) months of appointment.

**DESIRABLE QUALIFICATIONS:**

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

**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. Knowledge of the 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.

**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.
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 presentation software.

**Ability to:**

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

**PHYSICAL DEMANDS OF POSITION:**

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The 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, computer keyboard, and standard office equipment.

**WORKING CONDITIONS:**

1. Work is performed in a variety of environments including usual office working conditions.
2. The 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 a less-lethal weapon and portable radios.

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

**SUPERVISION RECEIVED:** Works under the general supervision of the Police/Court Support Services Supervisor.

  
Approved by City Manager

February 2013