



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Police

LOCATION: Lebanon, OR
DATE: May 2018

JOB TITLE: Police Officer

JOB STATUS: Non-exempt

PURPOSE OF POSITION: As a certified police officer, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. Provide public information and education activities which may require additional specialized training.

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.*

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations.
4. Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate action, make arrests, conduct searches, transport and release prisoners.
5. Direct traffic at accident/crime scenes as necessary.
6. Maintain written records and prepare reports necessary for investigations, crime prevention, prosecution and office activities.
7. Must be able to render credible testimony in court.
8. Conduct case/incident investigations, gather evidence, interview and take statements from victims, witnesses and suspects.
9. Perform and properly document a variety of tasks related to the safe and secure housing of inmates in a local correctional facility such as; hourly life checks, feeding, administering medications according to instructions, movement of and escorting inmates, prisoner hygiene, laundry exchange and cleaning.
10. Attend to, and properly document, the processing of juvenile prisoners and detainees.

11. Assess report and assist in the coordination of resources outside of the police department to respond to road and general traffic safety issues within the City.
12. Maintain effective working relationships with other law enforcement agencies.
13. Provide assistance and back-up as requested.
14. Facilitate the release of appropriate information to other law enforcement agencies, social service agencies, the media and citizens in regard to on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.
15. Perform crime prevention activities which include surveillance patrols and dissemination of information to the public.
16. Participate in public relations programs which may include speaking to citizen and school groups, and public service efforts. e.g. bank escorts, opening locked vehicles, assisting stranded motorists, fingerprinting, etc.
17. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, co-workers and ancillary staff.
18. Follow all safety rules and procedures for work areas.
19. May be assigned to act as Training Instructor or Field Training Officer.
20. Maintain department-issued equipment. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
21. Maintain work areas in a clean and orderly manner.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Equivalent to high school graduation plus completion after hire of DPSST basic law enforcement training.
2. At least one-year experience as a law enforcement officer is typically required after appointment in order to familiarize incumbent with full scope of job functions.

Licenses & Certificates:

1. Must be at least 21 years of age, pass a criminal record and background investigation, psychological screening, possess and maintain a valid Oregon operator's license with acceptable driving record, and pass a test at the twelfth-grade reading and writing standard.
2. Meet DPSST requirements for attendance at the police academy and possession and maintenance of DPSST Police Basic Certificate required within one year of appointment.
3. Possess and maintain a valid Oregon operator's driver's license with an acceptable driving record.

DESIRABLE QUALIFICATIONS:

1. Previous college-level training or experience in law enforcement is desirable.
2. Knowledge of the community and surrounding areas is desirable

3. Previous training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS General level certification, etc is desirable.
4. Bi-lingual (Spanish/English) is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions.
2. Principles, practices, and techniques of public administration, City government, Police policies and procedures.
3. Common personnel policies.
4. Principles of Police administration.
5. Reporting and disclosure requirements of government entities.

Skill in:

1. Understanding the operations of the Police Department to achieve established goals and maximize efficiency.
2. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Developing and implementing recommendations regarding work procedures and cost effective services.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of Microsoft Office and applicable specialized law enforcement software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
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 or wearing materials weighing up to 25 pounds on a regular basis; however, may be required to move adults.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc.
4. The position requires mobility and the ability to operate a motorized vehicle.
5. Protective gear and police equipment are worn at all times and weigh 25 pounds.
6. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

1. While performing the duties of this job, the employee will work indoors and outdoors at all times of day/night and in all weather conditions and is occasionally exposed to hazardous situations that may result in injury, death or use of deadly force on others.
2. Contact with individuals who may become violent, combative, are under the influence of drugs/alcohol, and are mentally ill or who have communicable diseases.
3. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting and yelling.
5. Position is subject to 24-hour emergency call-back.
6. Must be available for rotating shifts including weekend and holiday assignments.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position; however, may exercise supervision for shift or crime scene when no supervisory personnel are present. Provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Sergeant or other Police supervisory personnel.



Approved by City Manager

May 2018