

 **City of Pendleton**

 **Job Description**

 **Police Officer**

|  |  |
| --- | --- |
| **Department**: Police  | **FLSA**: Non-Exempt |
| **Reports to**: Police Sergeant and/or Police Corporal  | **Representation**: Pendleton City Police Association |
| **Pay Range**: Range 2  | **Date**: September, 2019 |

**GENERAL POSITION SUMMARY:** *Briefly describe why this position exists.*

Performs a variety of public safety duties including, but

not limited to; emergency response/aid, security, protection and investigative services to

the citizens of the City of Pendleton while enforcing federal, state and local laws.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

1. Patrol: On rotating shifts, patrols assigned beat to aid in preventing crime and to enforce Federal, State and City laws. Observes, reports and acts upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic, making arrests, transporting prisoners and investigating crime(s). Using own judgement, determines the nature of a call, investigates the circumstances and takes the necessary or prudent action.
2. Customer Service: Provides assistance to the public in emergency and non-emergency situations; administers first aid and requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquiries and directs them to the appropriate authority.
3. Emergency Response: Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc., takes appropriate law enforcement action.
4. Documentation: Prepares a variety of written and oral reports. Prepares and maintains legible, concise and understandable record of activities (i.e. notebook).
5. Investigation: Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence.
6. Testimony: Appears in court, and is available to testify in matters which the officer has knowledge of whether it be criminal or civil.
7. Training: Maintains proficiency in the use of police related equipment.
8. Special Assignments: Performs special assignments related to investigations, crime prevention and traffic enforcement.

**IMPORTANT FUNCTIONS:** *List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.*

1. Attends meetings, trainings, and serves on committees as assigned.

2. Performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Position not in a series.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required; or
2. Classes or experience in criminal justice or law enforcement is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *Check only one box.*

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: experience and training to demonstrate the knowledge, skills and abilities necessary to perform the essential functions of the position.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. [x]  Must possess at time of hire or obtain within one (1) year Oregon Basic Police Officer Certification.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of methods, techniques, materials and equipment related to all aspects of law enforcement.
2. Ability to and ability to demonstrate proficiency in the use tools and equipment related to job assignment.
3. Ability to work efficiently.
4. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
5. Knowledge of safety standards, practices and procedures applicable to area of assignment.
6. Skill in data entry, and word processing.
7. Ability to read and understand federal, state and local law.
8. Ability to coordinate and conduct a comprehensive investigation.
9. Ability to understand, analyze and interpret technical specifications.
10. Ability to respond to emergencies on a 24 hour basis.
11. Ability to manage cases, and time to ensure efficient service delivery.
12. Ability to work independently in the absence of direct supervision.
13. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, and others, attend meetings, trainings, and perform essential patrol and criminal investigation functions.
14. Ability to establish and maintain effective working relationships.
15. Ability to work as a team member.
16. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
17. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. [x]  Standard office equipment including telephones, computer, printer, fax machine and copy machines.
2. Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV
2. Variety of weapons, less lethal tools, handcuffs, etc. used in law enforcement.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position occassionally does provide lead worker direction for less tenured staff in the absence of supervisor(s).
3. This position reports to their shift supervisors (Police Sergeant or Police Corporal). Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[x]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[x]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[x]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily outdoors. Work is most often outdoors and includes exposure to weather extremes.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: Check all that apply and include the percentage of time exposed to the listed hazard:

[ ]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals - 3%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) - 3%

[x]  Exposure to weather or temperature extremes - 60%

 [x]  Isolation 10%

 [x]  Exposure to light or noise extremes - 5%

 [ ]  Regular travel outside the City \_\_\_\_%

[x]  Other May become involved in physical confrontations, be exposed to diseases, and/or dangerous animals.

1. General hours of work vary based on a 12-hour rotating schedule. Variations include (check all that apply):

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[x]  Night shift

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*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 needs of the employer and requirements of the job change.*

Drafted: 11/06/01

Adopted: 11/20/01

Revised: Sept., 2019

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.