

City of La Grande
Police Officer

Department: Police Department
Accountable to: Chief of Police
Supervises:
NCCI: 7720

FLSA Status: Non-exempt
Representation: Represented
Adopted: 4-13-2010
Next Review:

GENERAL POSITION SUMMARY:

Protects life and property through enforcement of state and local laws and ordinances; does other related work as required or assigned.

CLASSIFICATION SUMMARY:

Police Officers are charged with the responsibility of fulfilling the police mission at the primary level of execution. 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.

The employee in this class must have the ability to independently and consistently make appropriate and quality decisions and judgments based on the circumstances at hand, including, but not limited to decisions with severe consequences.

The principal function of an employee in this class is to enforce state and local laws and ordinances, respond to calls for the protection of life and property, conduct criminal and non-criminal investigations, make arrests and to perform other assigned law enforcement and public safety duties. Duties normally consist of patrol and traffic activities in the City on an assigned shift. Officers may be delegated to assignments in specialized areas such as neighborhood services, community services, criminal investigations services, administration, field training, survival skills training, firearms training, reserve liaison, maintenance, or other assignment. Work is performed under the general direction of a supervising Sergeant; some direction may be provided to reserve or volunteer officers. Considerable latitude is granted to the employee but work is subject to periodic performance audits and annual evaluations. The principal duties of this class are performed in both a general office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

This position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class. Employees in this position must be able to effectively and competently:

- Simultaneously perform multiple and diverse functions and assignments with a high degree of accuracy and efficiency.

- Perform all work duties and activities in accordance with City policies, procedures, and safety practices.
- Comply with all applicable federal, state, local and constitutional laws and ordinances.
- Comply with industry and department standards, guidelines and policies.
- Function in a paramilitary organizational structure by following and carrying out orders given by supervisors.
- Conduct accurate and lawful investigations and prepare or complete accurate, comprehensive documents/reports in numerous formats.
- Present credible, sworn testimony and evidence in court and other legal proceedings.
- Understand and execute oral and/or written instructions.
- Maintain professional demeanor and conduct at all times, especially under stressful circumstances.
- Deploy and apply firearms, defensive weapons and physical force in emergency situations.
- Operate vehicles and various law enforcement special equipment in the performance of duties.
- Maintains, cleans, and cares for City-issued weapons, equipment and vehicles;
- Ensure that order is maintained, laws and ordinances are equitably enforced, and lives and property of the public are protected.
- Assign, oversee and evaluate work of recruit and reserve officers.
- Work in all types of weather.
- Perform duties during a variety of shifts to include working overtime, weekends and holidays.
- May be on call after regular duty hours to respond to emergency situations;
- Engage in high stress encounters such as foot pursuits, vehicle pursuits and physical fights with resistive suspects.
- Provide basic first aid and CPR
- Obtain and maintain control of disorderly people and scenes
- Prepares search and arrest warrants.
- Contacts, cooperates, and coordinates with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Conduct themselves on and off duty in a manner that does not bring discredit to the department or negatively impact the reputation, credibility or effectiveness of the department.

NON-ESSENTIAL RESPONSIBILITIES:

- Conduct community presentations and educational outreach.
- Participate in special projects as assigned by a supervisor.
- Perform other related duties as assigned.
- May serve in other specialized areas such as neighborhood services, community services, criminal investigations, administrative services, field training, survival skills training, firearms training, reserve liaison, maintenance, or other assignment.

SUPERVISORY RESPONSIBILITY:

May provide direct field supervision to Reserve Officers and Recruit Officers.

SUPERVISION RECEIVED:

Directly supervised by a Sergeant and works under the general direction of the Chief and Lieutenant.

SPECIFIC JOB SKILLS:

The following is for illustrative purposes and is not all inclusive:

- Must exemplify, role model, and display, an attitude, appearance, presence, behavior and demeanor which, by itself, demonstrates the highest standard of ethics, integrity and professionalism.
- Operates a mobile, radio dispatched patrol unit in an assigned area, engaging in routine patrol activity, traffic enforcement and responds to requests for police services.
- Makes preliminary investigations of crimes and other offenses, completing investigations of routine incidents.
- Investigates traffic accidents and other traffic matters.
- Contacts citizens and conducts field interviews where necessary in areas and at times dictated by current criminal activity.
- Carries out miscellaneous non-operational procedures and tasks.
- Remains informed on current crime problems and engages in proactive enforcement and tactical operations as needed or directed.
- 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 problem.
- Represents the department and City in public relations activities, educational programs and in daily contact with the public.
- May train and supervise recruit and reserve police officers.
- Issues citations and warnings for moving and non-moving traffic violations.
- Makes arrests for violations of laws and ordinances; serves warrants and subpoenas.
- Directs traffic and patrols area of parades, special events, fires or other occasions of a special or emergency nature.
- Renders first aid to victims at the scenes of accidents or other incidents.
- Conducts investigations concerning various types of crimes, interviews witnesses and suspects, takes photographs, and processes crime scenes.
- Takes custody of property and evidence and provides for its security.
- Prepares a variety of police reports including crime reports, incident reports, accident reports, evidence or property reports.
- Appears in court and presents evidence and credible testimony in matters related to the performance of official duties.
- Participates in department, city and community meetings; attends training classes and schools.
- Receives complaints from the public, takes telephone and radio calls, relays information to other officers and/or agencies.

- Transports and books in prisoners.
- Renders assistance to the public when any citizen is in distress.
- Maintains the confidentiality of official business and records.
- Performs other duties as assigned or directed.
- Complete and maintain all DPSST mandated training and certification requirements.

Knowledge Of:

Applicable federal, state, local and constitutional laws; proper use of force decision making and application; police department policies and procedures and code of conduct; location and geography of the 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.
- Establish and maintain professional working relationships.
- Accurately communicate with others both verbally and in writing.
- Accurately assess situations and determine and apply appropriate solutions.
- Apply first aid and CPR skills in emergency situations.
- Utilize appropriate English grammar and punctuation.
- Work in a team environment under stressful situations;
- Performs a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines or emergency conditions.
- Operate a personal computer using program applications appropriate to assigned duties;
- Fulfill all essential job functions and job skills

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

Minimum of a High School diploma or GED

Minimum of two years of successful work history.

Individuals must be physically capable of operating motor vehicles safely, possess a valid Oregon driver's license and privileges (or able to secure an Oregon driver's license within one month of hire date), and have an acceptable driving record. Use of personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

Ability to obtain a Basic Police Certificate from the Oregon Department of Public Safety Standards and Training (DPSST) within one year of employment or the timeline established by Oregon Administrative Rule. Must continuously maintain certification for duration of employment.

United States Citizen; must be 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 pass a drug screen, be bondable, and be of good

moral character. Must be able to demonstrate ability to perform essential functions. Must be able to meet all pre requirements for certification as outlined in Oregon Administrative Rule.

ADDITIONAL REQUIREMENTS:

Must adhere to and conduct themselves within the parameters of:

The Criminal Justice Code of Ethics.

Applicable City policies and guidelines.

Department policies, procedures, standards, expectations and guidelines.

Department's Mission and Values.

Applicable federal, state, local and constitutional laws, guidelines and regulations.

WORKING CONDITIONS:

Work in this position is performed in all types of indoor and outdoor environments. Employee may be exposed to all types of weather, extreme noises, various temperatures, reduced lighting, poor air quality, chemical and natural irritants, animals, and various hazardous substances, people, objects and obstacles.

MATERIALS AND EQUIPMENT USED:

Materials and equipment used include, but not limited to:

All common law enforcement tools, equipment and weapons

All common office and computer tools and equipment

PHYSICAL DEMANDS:

Work requires full physical competency of all tasks ranging from routine office tasks to engaging in full physical fights with resistive persons of different sizes and strengths. Employee must have the ability to competently and consistently utilize all equipment, defensive weapons and engage in all required training including survival skills tactics. Employee candidates must pass the ORPAT physical test prior to hire.

OTHER:

Have access to, and protect, confidential information on a regular basis

 April 13, 2010
City Manager Approval/Date

Department Director Approval/Date

I understand, and am able to perform the essential functions with or without reasonable accommodations and I have received a copy this job description.

Employee/Date

