

City of La Grande  
Police Officer

<b>Department:</b> Police Department	<b>FLSA Status:</b> Non-exempt
<b>Accountable to:</b> Chief of Police	<b>Representation:</b> Represented
<b>NCCI:</b> 7720	<b>Adopted:</b> September 2022

**GENERAL POSITION SUMMARY:**

This position will fulfill the police mission, including protection of life and property, by preventing and repressing crime through patrol and investigation activity; enforcing city, state and federal ordinances and laws; apprehending offenders; and other related work and activities as required or assigned.

**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:

- Comply with all applicable federal, state, local and constitutional laws and ordinances as well as industry and department standards, guidelines and policies.
- 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.
- Perform multiple and diverse functions and assignments with a high degree of accuracy and efficiency.
- Function in a paramilitary organizational structure by following and carrying out orders given by supervisors.
- Conduct accurate and lawful investigations concerning various types of crimes, interview witnesses and suspects, take photographs, and process crime scenes.
- Make arrests and/or issue citations for violations of laws and ordinances including transport and booking of persons; serve warrants and subpoenas.
- Investigate traffic accidents and other traffic matters, issue citations and warnings for moving and non-moving traffic violations and may direct traffic and patrols area of parades, special events, fires or other occasions of a special or emergency nature.
- Take custody of property and evidence and provide for its security.
- Prepare and complete accurate, comprehensive documents, warrants and reports in numerous formats.
- Present credible, sworn testimony and evidence in court and other legal proceedings.
- Deploy and apply firearms, defensive weapons and physical force in emergency situations.
- Engage in high stress encounters such as, but not limited to, foot pursuits, vehicle pursuits and physical altercations with resistive suspects.
- Obtain and maintain control of disorderly people and scenes.
- Contact citizens and conduct field interviews where necessary in areas and at times dictated by current criminal activity.
- Provide basic first aid and CPR.
- Understand and execute oral and written instructions.
- Operate vehicles and various law enforcement specialty equipment.

- Maintain, clean, and care for City-issued weapons, equipment and vehicles.
- Perform duties during a variety of shifts, including day and night, overtime, weekends and holidays and may be recalled after regular duty hours and to respond to emergency situations;
- Contact, cooperate, and coordinate with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Maintain professional demeanor and conduct at all times, especially under stressful circumstances.
- Maintain conduct 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.

**OTHER DUTIES AND RESPONSIBILITIES:**

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

**SUPERVISORY RESPONSIBILITY:**

May provide direct field supervision to Reserve Officers and Recruit Officers and may provide training and orientation to newly assigned personnel as a Field Training Officer (FTO).

**SUPERVISION RECEIVED:** Directly supervised by a Sergeant and works under the general direction of the Operations Lieutenant and Chief of Police.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- 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 environments; limits and scope of police authority.
- Knowledge of current crime trends, principles of proactive enforcement and tactical operations.
- Ability to exemplify, role model, and display, attitude, appearance, presence, behavior and demeanor which, by itself, demonstrates the highest standards of ethics, integrity and professionalism.
- Ability to accurately assess situations and determine and apply appropriate solutions.
- Ability to establish and maintain professional working relationships.
- Ability to work in a team environment under stressful situations.
- Ability to accurately communicate with others both verbally and in writing.
- Ability to utilize appropriate English grammar and punctuation.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines or emergency conditions.
- Ability to understand the role of a city employee and identify non-police problems and hazards in the community and determine and take appropriate action.

**EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

- Minimum of a High School diploma or GED.
- Minimum of two years of successful work history.
- Must be 21 years of age.
- Must be a United States Citizen.
- Must have the 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 and continuously maintain certification for duration of employment.
- Must be physically capable of operating motor vehicles safely, possess a valid Oregon driver's license (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.

**ADDITIONAL REQUIREMENTS:**

Will have access to, and will be required to protect, confidential information on a regular basis.

Must adhere to and maintain conduct within the parameters of:

- The Criminal Justice Code of Ethics;
- Applicable City policies, guidelines and safety practices;
- Department policies, procedures, standards, expectations and guidelines;
- Department's Mission and Values; and
- 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; and
- Law enforcement specific computer software.

**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 and tactics.

*T. D. [Signature] Sept 6, 2012*

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City Manager 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.

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Employee/Date