

ORGANIZATION: City of Scappoose
LOCATION: Scappoose, Oregon
DEPARTMENT: Police
JOB TITLE: Police Officer/Patrol

DATE: January 1, 2001

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. Oversee police program areas, which may require additional specialized training.

SUPERVISION RECEIVED:

Works under the general supervision of the shift Corporal and Sergeant.

SUPERVISOR EXERCISED:

Supervision is not a typical function assigned to this position but may be assigned limited work task supervision from time to time. May provide training and orientation to volunteers, students and newly assigned personnel on departmental procedures, policies and practices.

ESSENTIAL JOB FUNCTIONS:

Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles.

Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions. Direct traffic at accident/crime scenes as necessary. Perform CPR/First Aid as necessary.

Maintain written records and prepare reports regarding investigations, which are reviewed by supervisor and used for crime prevention, prosecution and office activities. Testify in court as necessary.

Conduct preliminary case/incident investigations and related follow-up activities; gather and preserve evidence; interview and take statements from victims and witnesses; interrogate suspects; and, prepare related reports and logs.

Maintain effective working relationship between adjacent law enforcement agencies. Provide assistance and back-up as requested. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

Perform crime prevention activities, which include surveillance patrols and dissemination of information to the public. Participate in public relations programs, which may include speaking to citizen and school groups, and public service efforts.

Make arrests; conduct searches; transport and release prisoners.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Maintain department issued equipment. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions. Equivalent to high school graduation certificate, after hire, of BPSST basic law enforcement training. 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.

SPECIAL REQUIREMENTS/LICENSES: Must be at least 21 years of age with no criminal record and possess a valid driver's license with acceptable driving record. Attendance and successful completion of the Police Academy and possession of BPSST Basic certificate required within one year of appointment.

DESIRABLE REQUIREMENTS: Previous college-level training or experience in law enforcement. Knowledge of the community and surrounding areas. Previous training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEDS General level certification, etc. Bi-lingual (Spanish/English).

TOOLS AND EQUIPMENT USED:

All specialized equipment utilized in a traditional local government law enforcement agency, to include, assigned weapons, protective clothing and equipment, vehicle and individual peripheral attachments. Personal computer, including word-processing, spreadsheet, database and report writing software, motor vehicle, phone and mobile radio.

PHYSICAL DEMANDS OF POSITION:

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 and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis.

Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency callback. Must be available for rotating shifts including weekend assignments.

SELECTION PARAMETERS:

Posting, formal application, internal rating of education and experience; oral interview and reference check, position offering; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job 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.