

## CITY OF GLADSTONE POSITION DESCRIPTION

<b>Title:</b>	Police Officer	<b>Range:</b>	22-GPA
<b>Department:</b>	Police Department	<b>FLSA Status:</b>	Non-Exempt
<b>Date:</b>	May 2022		Represented

### **GENERAL STATEMENT OF DUTIES:**

Performs law enforcement and crime prevention by patrol and investigations, controls traffic, enforces state and local traffic regulations and other ordinances and laws, protects the life and property of the citizens of Gladstone, does related law enforcement activities.

**SUPERVISION RECEIVED:** Works under the general supervision of a Police Sergeant; may receive direction from other members of the Command staff.

**SUPERVISION EXERCISED:** Supervision is not a responsibility of this position however this position will provide direction and guidance to Reserve Police Officers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works a rotating, assigned shift; patrolling by Police vehicle: City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misdemeanors, felonies and other law violations' and to otherwise serve and protect; carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Responds by vehicle to calls for service and investigates criminal activity, traffic violations and crashes, City and County ordinance violations, disturbances, suspicious activities, welfare-related issues, etc.; takes appropriate law enforcement action.

Interviews reportees, victims, witnesses and other involved persons; interrogates suspects; conducts follow-up investigations of crimes; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence; and, arrests offenders; prepares cases for giving testimony and testifies in court proceedings.

Investigates and renders assistance at scene of traffic crashes; summons fire, medical, additional law enforcement and other agency personnel; takes measurements and draws diagrams of scene; prepares necessary reports; and, takes appropriate law enforcement action.

Oversees the proper collection and custodial care of evidence; responsible for the accurate maintenance of property and evidence and other functions performed by the Property Evidence Technician and the Community Service Officer.

Prepares a variety of reports and records including, but not limited to Case Reports, DMV Crash Reports, Police Officer Civil Custody Reports, Daily Activities Log, Holding Cell Log, Intoxilizer check list, etc.

Maintains positive public relations with citizens and is responsive to citizen needs, such as answering inquiries regarding directions, laws and ordinances; aids stranded motorists; conducts vacation house checks; checks road conditions, street signs and street lights; and provides information on crime prevention.

Maintain effective working relationships with Court officials, City officials, other employees and adjacent Law Enforcement agencies.

Maintains contact with other Police agencies to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

Follows standards as outlined in the City of Gladstone Employee Handbook and contributes to a positive work environment.

Performs other duties as assigned by Command staff.

### **PERIPHERAL DUTIES**

Maintains departmental equipment, supplies and facilities.

Maintains liaison with community groups; serves on employee committees.

May be assigned to perform the duties of a special assignment, such as, but not limited to: Detective, Traffic Enforcement Officer, School Resource Officer or Canine Officer.

When placed in a special assignment the employee remains responsible to perform all duties listed within this position description, as well as those duties related to the special assignment.

*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.*

## QUALIFICATIONS

### **Education and Experience:**

High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in Police Science, Law Enforcement, Criminal Justice, Public Administration, or a related field preferred.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

### **Special Requirements:**

Must be 21 years of age or older at the time of hire.

Must be a citizen of the United States within 18 months of employment or a nonimmigrant legally admitted to the United States under a Compact of Free Association.

Must be able to speak, read and write the English language; bilingual ability in Spanish preferred.

Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License with a good driving record.

Must successfully pass a criminal history background check and be able to pass the City's security clearance standards for unescorted access to certain City facilities.

Must pass at 75% or higher a DPSST-certified entry level written exam.

Must meet DPSST standards for physical fitness.

Must obtain DPSST Certification as a Police Officer within twelve (12) months of hire.

**Note: To be considered a qualified lateral applicant**, you must currently be certified as an Oregon Police Officer, successfully completed a minimum twelve (12) month probationary period and have three (3) years full-time on the job experience.

Out-of-state applicants must be eligible to become Oregon certified by attending the 80-hour Police Career Officer's Development Course offered by the Department of Police Safety Standards and Training (DPSST).

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of modern law enforcement principles, policies, procedures, techniques, and equipment.
- Knowledge of applicable laws, ordinances, and department rules and regulations.
- Knowledge of the records and reports required in the daily operation of a modern Police department.
- Knowledge of the principles of supervision and leadership within a law enforcement agency; knowledge and understanding to the department's core values.
- Knowledge of the City's geography.
- Skill in the operation of the tools and equipment necessary for the job.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to react quickly and calmly during major incidents and in emergency situations.
- Ability to perform effectively under extremely stressful and dangerous conditions.
- Ability to train and direct Reserve Officers.
- Ability to communicate effectively orally and in writing.
- Ability to follow and give verbal and written instructions.
- Ability to evaluate and prepare clear and comprehensive reports.
- Ability to establish and maintain positive and cooperative working relationships with City staff, other organizations and agencies, public officials and the general public.
- Ability to perform work requiring good physical condition.
- Ability to wear personal protective equipment and gear.
- Ability to safely operate a police vehicle.
- Ability to meet all essential duties and responsibilities of the position.

## **TOOLS AND EQUIPMENT USED**

Police vehicle, Police radio, radar gun, duty rifle, duty pistol, baton, handcuffs, Taser CEW, OC spray, personal protective equipment/gear, Intoxilyzer, mobile phone, evidence collection equipment, first aid equipment, computer, office application software, law enforcement and department specific software, the Internet, digital camera and mobile computer terminal.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to drive; stand; walk; use hands to handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, run, crouch, or crawl; and taste or smell.

By use of weapon(s) or physical abilities and when lawful and justified, the employee must be able to make an arrest, protect self, protect co-workers, protect other persons, protect property, perform defensive tactics and physically control and detain suspects.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to wear personal protective equipment/gear.

Ability to safely operate a police vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Duties are primarily performed in the field where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard from violent, aggressive and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia. Physical exertion is required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas. Physical effort is required to lift materials, equipment and persons exceeding 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet in the office, and moderately loud in the field.

Employee is required to don personal protective equipment/gear when the circumstances or situation warrants the necessity to do so.

### **SELECTION GUIDELINES**

Formal application - review of qualifications, written test, physical fitness test, oral interview, background investigation with reference check, medical examination with drug screen, and psychological examination: other job related tests may be required.

At the discretion of the City, some of these steps may be waived or modified for lateral candidates.

*This position 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.*

Classification History: Approved 11/2000; Revised: 9/2012, 2/2018, 7/2019, 7/2020, 6/2021, 5/2022.