

City of Florence

Police Officer

Represented by Florence Police Employees Association

DEPARTMENT: Police
CLASSIFIED: Regular, Full-Time
DATE: September 2017
Revised: February 2018

REPORTS TO: Police Sergeant
POSITION STATUS: Non-Exempt
SALARY RANGE: \$23.82-34.61/Hr

PURPOSE OF POSITION

To perform law enforcement and crime prevention work, including patrol and investigation; enforces federal, state and local laws; does related work as required.

ESSENTIAL JOB FUNCTIONS - Below are several bolded classifications of essential functions that this position is responsible for performing. The duties listed underneath those classifications are illustrative examples of the types of duties performed under the classification and are not intended to represent a complete list of all assigned duties.

Enforcement – This position is responsible for performing a number of functions related to the enforcement of the law, including patrol and investigative duties. Examples of types of duties include:

- Enforce animal control laws; apprehend stray dogs and transport to the veterinarian or to the Humane Society; issue citations or warrants for violations.
- Patrol streets, businesses and residential areas to enforce traffic and criminal laws; issue warnings or citations for violations;
- Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes and take appropriate action.
- Maintain written records and prepare reports necessary for accident and crime investigations.
- Conduct investigations and interrogations; gather evidence and interview victims and witnesses.
- Investigate drug activity reports and maintain surveillance of suspected drug activity; meet with informants; gather, evaluate and distribute information to proper agencies.

Crime Prevention – This position is responsible for duties related to crime prevention. Examples of types of duties include:

- Perform Surveillance Patrols.
- Perform security checks for suspicious persons or vehicles.
- Dissemination of information to the public.
- Participate in public relations programs which may include public speaking to citizen and/or school groups.

Apprehension Functions – This position is responsible for various aspects associated with apprehension. Examples of types of duties include:

- Serve criminal arrest warrants, applicable court orders, and subpoenas; prepare and serve search warrants.
- Make arrests; book and search prisoners; provide food and medication to prisoners; fingerprint and photograph prisoners; perform hourly checks; transport and release prisoners.
- Perform jail duties as required and provide court security as needed.

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General Policing Functions - An employee in this class performs general law enforcement work, which includes, but is not limited to the following:

- Follow all safety rules and procedures established for work areas.
- Observe and report hazardous conditions, obstructions to traffic, and other emergencies and responsible to direct traffic at special events, crime scenes, accident scenes, and assist when needed at fire scenes and power outages.
- Perform CPR and first aid when needed.
- Testify in Court and perform prosecution and office activities.
- Direct road traffic; deliver emergency messages; respond and provide assistance to other law enforcement agencies.
- Have the ability to perform the duties of a School Resource Officer in the local schools.
- Qualify annually with firearms.
- Safely operate law enforcement equipment including, firearms, motor vehicles and other related law enforcement equipment

Perform all other related duties as assigned.

MANDATORY MINIMUM REQUIREMENTS

- Must be at least 21 years of age at the time of appointment.
- Must have a High School diploma or General Education Degree (GED) or equivalent.
- Must provide US citizenship documentation or be eligible to become a naturalized citizen within 18 months of appointment.
- Must possess a satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the duties of the position.
- Must be able to communicate effectively both verbally and in writing.
- Must be able to understand and appropriately act on verbal and written instructions.
- Must be able to work independently and perform appropriately and effectively in emergency situations.
- Must be able to make decisions quickly based on knowledge available.
- Must be able to prepare complete accurate reports in writing.
- Must be able to be able to deal tactfully with the public.
- Must be able to maintain effective working relationships with co-workers.
- Must be able to work any and all shifts assigned, and on a rotating basis.
- Must be able to physically perform all work assigned.
- Must have a working knowledge and skill level in computers.
- Must be able to work overtime as necessary.
- Must be able to take the POST and score at least 75% in the Reading Section and an overall score of at least 75%; pass the ORPAT with a time of at least 05m:30s.

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SPECIAL REQUIREMENTS/LICENSES

- Must possess or have the ability to obtain a Department of Public Safety and Standards Training (DPSST) basic officer certificate within 18 months of appointment.
- Must possess a valid Oregon driver's license.
- Must attain and maintain basic first aid and CPR Certification.
- May be required to attend the Basic Corrections Academy and obtain a basic corrections officer certification through DPSST.

DESIRABLE ADDITIONAL QUALIFICATIONS

- Bi-lingual ability in Spanish and English.
- Any higher level educational degree.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility and the ability to operate a motor vehicle. Position is typically required to move materials weighing up to 10 pounds on a recurring basis, and on occasion lift or move more than 100 pounds. 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 and may be exposed to all types of weather conditions. Must deal with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Incumbent operates police vehicles and may be required to sit for extended periods while performing various duties.

SUPERVISORY RESPONSIBILITIES

Although supervision is not normally a responsibility of positions in this classification, employees may be requested to provide work guidance and/or training to new officers.

SUPERVISION RECEIVED

Works under the direction of the Police Commander or his/her designee.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE ALL OTHER DUTIES AS ASSIGNED OR NECESSARY.