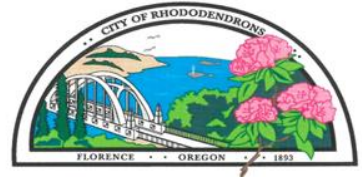


CITY OF FLORENCE

POLICE OFFICER - POSITION DESCRIPTION



DEPARTMENT: Police

SUPERVISOR: Police Commander

DESC. DATE: September 2017

REVISED DATE: July 2018

BARGAINING UNIT: Florence Police
Employees' Association

FLSA: Non-Exempt

TYPE: Regular, Full-Time (40 hrs./week)

SALARY GRADE: \$24.30-35.31/hr.

GENERAL STATEMENT OF RESPONSIBILITIES

To perform law enforcement and crime prevention work, including patrol and investigation, enforcing federal, state, and local laws, in addition to related work as required.

ESSENTIAL FUNCTIONS – Examples of Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties may include, but are not limited to, the following:

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.
- Disseminate 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.

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.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Various law enforcement techniques and procedures.
- Various state and local criminal, traffic and civil laws, codes and ordinances, and their application.
- Federal and State laws regarding custody, interrogations, search and seizure, and other procedural aspects; knowledge of applicable case law, such as court decisions pertaining to search, seizure, and arrest.
- Departmental policies and procedural manual, guidelines, and chain of command.
- Basic investigative and crime prevention techniques and information.
- Detection and basic identification of hazardous and controlled substances and their effects.
- Operation of, and safe usage of, various types of firearms and other police equipment.
- Safety and health hazards.
- Use of defensive tactics.
- Court procedures and rules of evidence.
- Report writing techniques, crime coding system, and case preparation techniques, in addition to basic computer skills.
- Community resources, such as social services available for persons in crisis situations.
- Basic problem solving techniques and methodology.
- Principles of First Aid.

Ability to:

- Communicate effectively both verbally and in writing.
- Understand and appropriately act on verbal and written instructions.
- Work independently and perform appropriately and effectively in emergency situations.

- Make decisions quickly based on knowledge available.
- Maintain effective working relationships with co-workers.
- Work any and all shifts assigned, including overtime, and on a rotating basis, as well as working in inclement weather.
- Identify criminal activities and decide upon appropriate response.
- Evaluate high risk situations and maintain flexibility; defuse tense situations.
- Apply knowledge obtained through past experiences and exposures along with skills obtained in training sessions in assessing new situations.
- Apply applicable laws and procedures to specific situations and issue correct citations as applicable.
- Safely operate a police vehicle in a pursuit situation and use defensive driving techniques.
- Operate, use and maintain a variety of police tools in a safe and effective manner and check equipment and tools for condition and performance.
- Judge when and what type of physical force is warranted.
- Analyze crime scene requirements and investigation techniques.
- Collect, maintain, and transport seized evidence in a safe manner.
- Provide testimony in a competent manner.
- Interview/interrogate witnesses and suspects; prepare clear and accurate reports and concise diagrams of events; remember names, faces, and details of incidents.
- Communicate well, both orally and in writing, using good grammar and spelling.
- Deal with people of diverse cultural backgrounds and personalities in a tactful and effective manner.
- Lift heavy gear and traffic hazards.
- Develop and maintain physical fitness to perform all work as assigned.
- Be flexible and available for rapid response needs and shifting priorities.
- Must be able to be observant and aware while performing multiple tasks.

MINIMUM/SPECIAL QUALIFICATIONS

Minimum Qualifications:

- 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 possess a valid Oregon driver's license.
- Must successfully complete and pass a comprehensive background investigation, physical medical exam, drug screen, and psychological exam. Additionally, must obtain CJIS clearance.
- 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.

Special Qualifications:

- 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 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.

PREFERRED QUALIFICATIONS

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

SUPERVISION RECEIVED & EXERCISED

This position works under the direction of the Police Commander or the Police Commander's designee. This position does not normally supervise positions in this classification, employees may be requested to provide work guidance and/or training to new officers.

PHYSICAL DEMANDS

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.