

**City of Florence**  
**Police Officer**  
*Represented by Florence Police Employees Association*

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DEPARTMENT: Police  
CLASSIFIED: Regular  
DATE: July 2016

REPORTS TO: Police Sergeant  
POSITION STATUS: Non-Exempt  
SALARY RANGE: \$23.17-33.67/Hr

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**POLICE OFFICER**

**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:**

An employee in this class performs general law enforcement work. Work is normally performed under the general supervision of a Sergeant who assigns and reviews work for conformance to laws and departmental rules and regulations.

Follow all safety rules and procedures established for work areas.

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.

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.

Work overtime as necessary.

Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes; take appropriate action; maintain written records and prepare reports necessary for accident and crime investigations, crime prevention; prosecution and office activities.

Conduct investigations and interrogations; gather evidence and interview victims and witnesses.

Serve criminal arrest warrants, applicable court orders and subpoenas; prepare and serve search warrants.

Perform crime prevention activities, which include surveillance patrols, and dissemination of information to the public.

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; provide court security as needed.

Investigate drug activity reports and maintain surveillance of suspected drug activity; meet with informants; gather, evaluate and distribute information to proper agencies.

Enforce animal control laws; apprehend stray dogs and transport to the veterinarian or to the

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Humane Society; issue citations or warrants for violations.

Testify in Court.

Participate in public relations programs which may include public speaking to citizen and/or school groups.

Perform CPR and first aid when needed.

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.

Perform all other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** The safe operation of law enforcement equipment including, firearms, motor vehicles and other related law enforcement equipment.

**MANDATORY MINIMUM REQUIREMENTS:**

- Must be 21 years of age at the time of appointment
- Must have a High School diploma or General Education Degree (GED) or equivalent
- 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

**SPECIAL REQUIREMENTS/LICENSES:**

- Must possess or have the ability to obtain a Department of Public Safety and Standards

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- 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 Lt. or his/her designee.

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