

**ORGANIZATION:** City of Sweet Home  
**DEPARTMENT:** Police  
**CLASSIFICATION:** Non-Exempt  
**JOB TITLE:** Police Officer

**Effective Date:** 10/2018  
**Revised Date:** 10/2017  
**Administrative Approval:** 6/2018

**PURPOSE OF POSITION:** To protect life and property, control and arrest offenders of the law, handle disturbance of the peace, and prevent crime through police patrols, investigations, traffic enforcement, and related law enforcement activities.

**ESSENTIAL JOB FUNCTIONS:** Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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.

**Respond and Manage Emergencies:** Respond to calls for service in accordance with department policy, assessing the situation, controlling the scene, and rendering aid. Deploy needed resources, complete investigations as needed, and re-establish normalcy. Use protective equipment to protect from infectious disease.

**Provide Public Services:** Participate in public education programs/activities, community problem solving projects. Must provide visible patrols for public access, offense deterrence and detection, and traffic enforcement; mediate and resolve domestic disturbances, suspicious persons situations, and civil disputes; assist disabled persons, conduct welfare and security checks, provide traffic control, crowd control, motorist assistance, and information and directions; respond to nuisance calls; conduct security checks; make death notifications. Provide first aid and assist in emergency rescue.

**Conduct Investigations:** Detect and determine offenses including jurisdiction/venue; identify and secure crime scenes; identify involved/affected persons and needed resources; collect and process evidence; identify and seize contraband; photograph/diagram crime scenes; collect evidence and intelligence; maintain confidentiality; conduct surveillance; complete and assemble documentation, obtain search and arrest warrants, execute and serve warrants; understand and comply with constitutional law requirements, particularly under the Fourth Amendment.

**Make Custodial Arrests:** Make probable cause arrests, juvenile custody detentions, detoxification holds, mental commitments, and assist in citizen arrests; use proper force and apply restraining devices; conduct pat down and in-custody searches; transport persons in custody; conduct booking procedures and conduct searches and seizures; issue citation in lieu of custody and make proper notifications.

Prepare Reports: Generate professional quality accurate reports in a timely manner using a computer, transfer data from lap top computer to local area network; write investigative, informative/special, and administrative reports; determine proper distribution of reports.

Participate in Court Process: Prepare for trial/hearings. Must be able to give testimony in a court of law without being subject to impeachment due to his/her honesty or veracity (or opposites) or due to prior felony conviction. Be able to collect and present physical evidence, sworn statements and visual aids.

Operate Vehicles: Check vehicle for safe and lawful operation, maintain a clean vehicle, keep the vehicle stocked with necessary emergency equipment, and associated other supplies; check vehicle for weapons or contraband; operate a two-way radio and other emergency equipment; operate the vehicle safely under routine conditions, emergency conditions, and in adverse weather.

Use and Maintain Equipment: Operate and maintain firearms, body armor, impact weapons, chemical agents, portable radios restraining devices, lighting/vision equipment, first aid supplies, safety/hazardous material equipment, radar, photographic equipment, traffic cones and flares, evidence gathering equipment, intoxilyzer, computers, riot gear, and audio-visual equipment.

Maintain satisfactory working relationships with other local law enforcement agencies to coordinate activities, provide mutual assistance and general information about department activities.

Maintain satisfactory working relationships with other community and government groups and occasionally speaking and conducting presentations on topics of public safety to them.

Follow all safety rules and procedures established for work areas.

Temporary Modifications to provide reasonable accommodations, or transitional work assignments, do not waive any essential functions of the job requirements.

**AUXILIARY JOB FUNCTIONS:** Other Tasks as Assigned: Perform additional asks and duties as required by the chief of police that may include projects but not limited to; evidence room organization, firearms instruction and maintenance, equipment maintenance program, various other instructor programs to name a few.

Provide suggestions and recommendations regarding budget development. Analyze and recommend improvements to equipment and facilities. Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**MANDATORY MINIMUM REQUIREMENTS:** Must be at least 21 years of age, a US Citizen, or actively becoming a US Citizen (DPSST requirement w/in 18 months of appointment). A high school diploma, GED or its equivalent is required. Possess and maintain, in good standing a valid Oregon driver's license. Must have good judgment, communication, and interpersonal skills as demonstrated by past work history and interactions with others.

**SPECIAL REQUIREMENTS/LICENSES:** Must be able to obtain DPSST Basic Police certification within one year of hire, CPR/First Aid card and valid driver's license.

**DESIRABLE REQUIREMENTS:** Bilingual, AS/AA/BS/BA degree in relevant field of Criminology/Justice or equivalent from an accredited college or university. Prefer individuals who have demonstrated abilities with Active Listening, Critical Thinking, Social Perception, Negotiation and Persuasion in addition to current Oregon law and Legal theory.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb, including stairs and ladders; balance; stoop, kneel, crouch, bend, reach, or crawl; smell; run short and moderate distances in foot pursuit, jump and dodge obstacles; lift and carry objects and people; drag and pull objects and people push/pull heavy objects; use short and moderate duration force with subjects; use restraining devices; use restraining/control holds; and use hands/feet for self-defense.

The employee may occasionally be required to engage in physically combative confrontations with resistant and possible violent individual in order to subdue them.

**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 or who have communicable diseases. Must be available for rotating shifts including weekend and holiday assignments.

**SUPERVISORY RESPONSIBILITIES:** The individual may be placed in charge of a detail (or other duty) comprised of members of equal rank.

**SUPERVISION RECEIVED:** Works under the general direction of the Sergeants who report via Command Structure to Chief of Police.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THIS POSITION.