

CITY OF TUALATIN

Classification Description

Job Title: Police Officer
Department: Police
Reports To: Police Sergeant
FLSA Status: Non Exempt

SUMMARY: Performs law enforcement and crime prevention work, including patrol and investigations. Investigates citizen complaints; patrols city streets, residential and commercial areas. Enforces Federal, State, and local laws and ordinances. Does community and public relations activities. Performs follow-up investigating reported crimes and preparing cases for prosecution. Performs related work as required.

SUPERVISION: Supervision is not a normal responsibility of this class. May be assigned to train and supervise a recruit officer. May be required to assume responsibility of a shift commander when so assigned by a division commander. May be assigned to train or supervise volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Conducts investigations of reported criminal activity; responds to citizen requests for service; gathers crime scene evidence and takes latent fingerprints; interviews and takes statements from victims, witnesses, and suspects.

Performs preventative patrol of city streets, residential and commercial areas of the city. Enforces traffic and criminal laws and City ordinances. Operates radar; checks property security; investigates road and safety hazards.

Investigates traffic accidents; determines circumstances, takes statements, performs first aid, and requests appropriate assistance. Controls traffic flow and direction.

Investigates reported crimes, interviews, interrogates, makes arrests, develops criminal cases for prosecution, and appears in court as a witness. Temporarily detains suspects in the holding facility. Transports prisoners as required.

Prepares full and comprehensive reports on activities. Maintains complete and accurate records of activities performed on duty.

Responds to calls for assistance, and performs public service functions for the citizens.

Serves warrants and subpoenas.

Receives training on a regular basis.

Uses a computer to obtain various information and communicates using e-mail.

Assists in the development of crime prevention programs and public relations activities of the department. Performs crime prevention community education functions.

Assists the public by answering questions about laws, regulations, and ordinances.

Drives to city facilities, vendors, training programs, and meetings as necessary.

Rides a bicycle on patrol.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of state and local laws and ordinances; considerable knowledge of the laws governing arrest, and search and seizure. Considerable knowledge of the criminal justice system, including courtroom testimony. Considerable knowledge of police investigative procedures and techniques.

Ability to become familiar with the geography and people of the city. Ability to understand complex oral and written instructions and act upon them accordingly. Ability to communicate effectively in oral and written forms.

Ability to operate assigned vehicles and equipment skillfully and safely. Ability to analyze situations and problems quickly and objectively to determine a course of action. Ability to deal both tactfully and firmly with individuals. Ability to multi-task. Ability to think clearly and perform effectively in stressful or emergency situations.

Education and/or Experience: Must be certifiable as a police officer by the Oregon Department of Public Safety Standards and Training (D.P.S.S.T.). Must be eligible for certification in first aid and intoxilyzer examination through the D.P.S.S.T.

QUALIFIERS: A candidate will not proceed through the selection process for any of the reasons listed below unless they provide mitigating information regarding one or more of these reasons.

- A felony conviction under state or federal law.
- A misdemeanor conviction relating to sex crimes, crimes against persons, drugs, fraud or moral turpitude.
- Other misdemeanor conviction within the last 5 years.
- Conviction for minor in possession of an alcoholic beverage within the last 3 years.
- Conviction of a major traffic offense or a DUII diversion within the last 5 years.
- Revocation of driving privileges or a felony or misdemeanor operator's license suspension within the last 5 years.
- Three or more hazardous traffic violation convictions within the last 2 years.
- Careless driving conviction within the last 3 years.
- Conviction for an open container of an alcoholic beverage within the last 3 years.
- Conviction of a Class A traffic infraction within the last 3 years.
- Five or more traffic violation convictions, including suspensions, within the last 3 years.
- Operator's license infraction suspension within the last 3 years.
- Possession, sale, distribution, manufacture, and/or use of an illegal drug within the last 10 years.
- Personal use of marijuana within the last 3 years.
- Any discharge less than honorable from a branch of the armed forces.
- An arrest record in any law enforcement database.
- Illegal conduct involving moral turpitude.
- Conduct involving dishonesty, fraud, deceit or misrepresentation.
- Intentional deception or fraud, or attempted deception or fraud in any application, examination, or other document.
- Conduct that is prejudicial to the administration of justice.
- Acts of conduct, which would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the laws of the state and/or of the nation.
- Conduct that adversely reflects on the individual's fitness to perform as a law enforcement officer.

SPECIAL REQUIREMENTS:

- Minimum age of 21 years.
- U. S. Citizenship.
- Graduation from high school or the equivalent.
- Knowledge of the criminal justice system and federal, state and local laws.
- Considerable knowledge of police investigative procedures and techniques.
- Possession of a valid driver's license with an acceptable driving record.
- Ability to maintain standard law enforcement equipment, i.e., firearms, body armor, chemical agents, uniform equipment, first aid supplies;

Ability to become an officer which includes, but is not limited to, the ability to pass a written exam, pre-screening interview, oral board, physical agility test, psychological exam, drug screen and an employment entrance medical exam.

Ability to work different shifts, which may include evenings, weekends and holidays.

Employees in this classification are required to wear uniforms.

This comprehensive program of testing and examination will assess the persons:

Ability to understand complex oral and written instructions and act upon them accordingly; ability to analyze situations quickly and objectively to determine course of action; ability to think clearly and perform effectively in stressful or emergency situations; ability to conduct criminal investigations and evaluate facts and information; and, the ability to communicate clearly and effectively in oral and written form.

Ability to establish and maintain cooperative and effective relationships with government officials, agencies, employees and the general public; and, the ability to familiarize oneself with the geography of the area.

Visual acuity (uncorrected or corrected) of 20/20 in both eyes combine normal color discrimination, normal binocular coordination, and normal peripheral vision; ability to lift up to 25 pounds on a frequent basis and up to 50 pounds occasionally; ability to occasionally run short distance sprints and longer distance runs; ability to climb and descend stairs/structures; ability to work in confined spaces; ability to sit for a prolonged period of time; ability to physically subdue combative individuals and dangerous animals; and, the ability to withstand various weather conditions and noisy environments.