

ORGANIZATION:	City of Canby	DATE:	June 2013
DEPARTMENT:	Police	UNION:	Canby Police Association
TITLE:	Police Officer	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: As a certified police officer, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. Oversee police program areas that may require additional specialized training. Applicants applying for a position with the Canby Police Department must be free of any acts that would adversely reflect on his or her fitness to perform their duties as a police officer.

ESSENTIAL JOB FUNCTIONS:

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. Make arrests; conduct searches; transport and release prisoners.

Respond to calls, including traffic accidents, major crimes, civil complaints, thefts, burglaries, assaults, family disputes, etc. Investigate and take appropriate actions. Direct traffic at accident/crime scenes and perform CPR/First Aid as necessary.

Maintain written records and prepare reports regarding investigations, which are reviewed by supervisor and used for crime prevention, prosecution and office activities. Testify in court periodically.

Conduct preliminary case/incident investigations and related follow-up activities; gather and preserve evidence; interview and take statements from victims and witnesses; interrogate suspects; and accurately prepare and attest to related reports and logs. Prepare and swear to facts in obtaining search warrants.

Maintain effective working relationship between adjacent law enforcement agencies. Provide assistance and back-up as requested. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

Perform crime prevention activities that include surveillance patrols and dissemination of information to the public. Participate in public relations programs that may include speaking to citizen and school groups, and public service efforts.

Aid stranded motorists, conduct vacation house checks and welfare checks. Check road/street signs and report defects or problems. Assist the public as needed.

Perform other projects, functions, and tasks, as assigned. Follow all safety rules and procedures for work areas.

Maintain cooperative working relationships with City staff, other organizations and the general public.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain department issued equipment. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions. Equivalent to high school graduation and completion of DPSST Basic law enforcement training and state certification. Ability to understand complex oral and written instructions and act upon them accordingly; speak and write clearly and effectively, prepare clear, comprehensive, objective reports; operate assigned equipment and vehicles skillfully and safely; analyze situations and problems quickly and objectively to determine course of

action. Must be of good moral fitness (moral character), and understand that any acts that reflect dishonesty, deceit, or misrepresentation adversely reflects on their fitness to perform their duties as a police officer.

SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES:

- Must be at least 21 years of age
- Must be a U.S. citizen
- Must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis)
- Must not have any discharge less than honorable from any branch of the military
- Must possess a valid driver's license with acceptable driving record
- Must attend and successfully complete the Police Academy and have possession of DPSST Basic certificate required within one year of appointment
- Must pass all phases of the examination process, including an oral and written exam, background investigation, psychological test, physical and agility testing
- Honesty and Integrity are two of the most important attributes that a police officer must possess. Officers shall conduct themselves so as not to impair their working relationship with other employees or with the public, so that confidence in the police service is secured and maintained. These two attributes are essential job qualifications to remain employed as a police officer. These are core expectations as a condition of holding certification as a police officer in the state of Oregon, as required by the Department of Public Safety Standards and Training (D.P.S.S.T.)

Any deceptive action may permanently destroy an officer's credibility; which makes the officer both inefficient and otherwise unfit to render effective service. This will negatively impact an officer's ability to perform essential key functions of their job such as providing testimony in a court of law, other legal proceedings, or in an internal affairs investigation. Such conduct will not be tolerated.

DESIRABLE REQUIREMENTS: Previous college-level training or additional experience in law enforcement. Knowledge of the community and surrounding area. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS general level certification, etc. Bi-lingual English/Spanish.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle, including a police motorcycle if assigned to the Traffic Team. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must have physical strength and agility to sufficiently perform the duties of this position.

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, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back. Must be available for rotating shifts including weekend and holiday assignments.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. May be required to assume responsibility of a shift when so assigned by Police Administration.

SUPERVISION RECEIVED: Works under the general supervision of a Police Sergeant or an officer of higher rank who assigns work details and reviews work for conformance to departmental rules and regulations.

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 THE POSITION.