

# CITY OF WARRENTON CLASS SPECIFICATION

## POLICE OFFICER

### DEFINITION

Under general supervision, performs the full range of law enforcement services including patrol, investigations, court security, crime prevention, traffic control, transportation, and citizen assistance.

### DISTINGUISHING CHARACTERISTICS

Police Officers report to the Police Chief either directly or through a Sergeant. While they may assist in the training of other Police Department staff, Police Officers do not have to supervise other staff.

### EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in *italics*) are those duties which are least likely to be essential functions for any single position in this class.

1. Patrols assigned area by car and on foot providing traffic control, citizen assistance, building security, crime deterrence, accident investigation, and the enforcement of federal, state, and local laws and ordinances; periodically visits restaurants, bars and other locations to check for possible legal violations and maintain a high visibility for the department.
2. Responds to calls regarding suspicious or criminal activity, deceased persons, domestic disputes, public nuisances; mediates disputes and disturbances; administers basic first aid; arrests offenders; performs minor first aid at scenes of accidents and directs traffic if necessary; assists law enforcement officers in neighboring jurisdictions as required.
3. Conducts accident and criminal investigations; collects, preserves and secures evidence from crime scenes; interviews victims and witnesses; lifts fingerprints; take photographs; makes sketches and diagrams; conducts searches; follows up investigation leads; writes reports.
4. Writes reports of patrol, investigative and other police activities providing detailed descriptions of circumstances and physical characteristics of people.
5. Appears in court as a witness; prepares for court in conjunction with superior officers and various attorneys.
6. Attends training and assists in training other officers and reserves.
7. Participates in special assignments such as community relations, task forces, vehicle maintenance, narcotics investigations, and crime prevention.
8. Serves as bailiff; maintains court security; transports prisoners and others; serves warrants.
9. Assists the public by answering inquiries regarding directions, laws and ordinances; aids stranded motorists; conducts vacation house checks; checks road conditions, street signs and street lights and reports defects; gives other assistance to the public as needed.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

#### **Knowledge of:**

1. Interviewing techniques and procedures.
2. English language and spelling.
3. Basic first aid.

#### **Ability to:**

1. Apply currently accepted police and law enforcement methods.
2. Apply relevant laws and regulations.
3. Gather information through observation, from written materials, and through interviews.
4. Enforce relevant federal, state and local laws and ordinances.
5. Use and care for firearms, communications equipment and other police gear.
6. Analyze situations, identify and select among alternative solutions, implement selected alternative.
7. Work harmoniously and tactfully with other City employees, representatives of organizations conducting business with the City and the general public, including individuals in emergency situations and those having complaints regarding police actions.

### **Special Requirements**

Must be at least 21 years of age at the time of appointment, possess or be eligible for an Oregon State driver's license, pass a background check, and be a U.S. citizen. Police Officers must possess or obtain a DPSST Basic Certificate within one year of appointment.

### **Experience and Training**

Graduation from high school or possession of G.E.D., plus any combination of experience and training which provides the knowledge and ability to perform the work.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Employees must occasionally perform strenuous physical work requiring static strength for restraining and controlling, explosive strength for running and jumping and endurance. Frequent exposure to outside weather conditions. There are periods of relative inaction which still require alertness followed by high activities levels. Requires contact with public under stressful conditions. Requires occasional lifting of heavy objects combined with twisting, bending or working on uneven surfaces.