

City of Manzanita, Oregon

Position Description

Job Title: Police Officer

FLSA: Non-Exempt

Supervisor: Chief of Police

Type: Full-Time

Department: Police

General Statement of Responsibilities

Serves as sworn law enforcement officer providing public safety protection of life and property. Responds to calls for service and emergency. Participates in public education initiatives. Supports the mission of the Manzanita Police Department in a community policing environment.

Supervision Received

Works under the supervision of the Chief of Police.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Conducts law enforcement activities including responding to service calls and emergency incidents, performing traffic enforcement, issuing warnings/citations, investigating suspicious activities and crimes, completing and maintaining police reports; and preparing for, appearing and testifying in court.
2. Patrols areas; conducts vacation, security, and welfare checks; and accurately maintains property and evidence.
3. Prepares for and conducts speeches, trainings and presentations, within the community; attends and participates in meetings as assigned.
4. Establishes and maintains effective working relationships with other public safety agencies, City staff members, community and special interest groups, and the general public.
5. Maintains a clean and orderly work area including assigned tools, vehicles, and equipment.
6. Follows all safety rules and procedures for work areas.
7. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
8. Performs other related duties as assigned.

Screening Criteria

Minimum Qualifications:

- A High School Diploma, or equivalent;
- AND Twenty-one years of age at time of employment.

Special Requirements/Licenses:

- A valid Oregon driver's license and proof of an acceptable driving record is required within 30 days of hire.
- US citizenship is required within 18 months of hire.
- Graduation from DPSST Training Academy and DPSST Basic Certification required within 18 months of hire.
- Must meet all Physical Standards of Employment as a Law Enforcement officer as established by the DPSST, including vision and hearing standards.
- Must satisfactorily pass a pre-employment work capacity evaluation(s), criminal background check, and drug screen test.

Knowledge of: Knowledge at or above the twelfth-grade reading and writing level. Some knowledge of applicable federal, state, and local laws and ordinances preferred. Basic knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment.

Skills: Basic computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Excellent interpersonal skills. Skilled in the use of de-escalation techniques and protocol. Crisis intervention skills.

Ability to: Ability to utilize police equipment and investigative techniques properly; safely and accurately operate firearms; and safely operate a motor vehicle. Ability to read, comprehend, comply with, interpret, and enforce laws and ordinances. Ability establish and maintain effective working relationships with those encountered in the course of work. Ability to analyze situations quickly and objectively and determine proper course of action. Ability to prioritize work assignments, and manage time effectively and efficiently. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to diffuse stressful and/or elevated situations. Ability to give credible testimony in a court of law concerning police actions taken. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to meet the physical demands of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 25 pounds, occasionally move material over 25 pounds, and rarely move material over 50 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating a motor vehicle, radar, radio, flashlight, spotlight, as well as standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication abilities. The position requires the ability to physically pursue and/or restrain suspects and unload, aim, and fire various types of firearms using right and/or left hand from a variety of body positions using both hands in a variety of body positions.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee regularly performs work in external environments including unkempt residences and outdoor environments and is exposed to all types of weather conditions, smells, fumes, chemicals, and dust; including all times for the day/night. The noise level in the work environment may require hearing protection. Lighting conditions may require the use of flashlights and/or spotlights.

While performing the duties of this position, the employee may incur physical injury due to combative or resistant people, people armed with weapons, people under the influence of drugs/alcohol, and/or people with communicable diseases. Conditions may present high stress, threat to personal safety, and deadly force.

Employee will wear proper protective equipment in compliance with county policy and OSHA standards to include: body armor, gloves, masks, safety glasses, hearing protection, protective footwear and reflective vest where recommended/required.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: January 2018

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.