

Gold Beach Police Department
POLICE OFFICER
Job Description



GENERAL STATEMENT OF DUTIES: Performs law enforcement and crime prevention by patrol and investigations; controls traffic, enforces state and local traffic regulations and other ordinances and laws; protects the life and property of the citizens of Gold Beach; fulfills other related law enforcement activities.

SUPERVISION RECEIVED: Works under the general supervision of the Police Sergeant.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works on assigned shifts patrolling the streets, highways, schools, parks and business areas of the city enforcing traffic and criminal laws and preserving the peace.
2. While on patrol, prevents or detects and investigates misconduct involving misdemeanors, felonies and other law violations and otherwise serves and protects.
3. Responds to a wide variety of calls for service and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action using own judgment in deciding course of action; expected to handle difficult and emergency situations without assistance.
4. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
5. Interviews suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other necessary support. Takes measurements, draws diagrams of scene and prepares required reports.
6. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scenes of crime for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for subsequent presentation and testifies in court proceedings.
7. Prepares a variety of reports and records including officer's Daily Log, reports documenting criminal activity, traffic crash reports, supplemental reports, and other informational reports, etc.

8. Provides community oriented police work, and assists the public answering inquiries regarding directions, laws and ordinances; aids stranded motorists; conducts vacation house checks; checks road conditions, street signs and street lights.
9. Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies.
10. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

PERIPHERAL DUTIES:

1. Maintains departmental equipment, supplies and facilities.
2. Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS:

Entry Level:

1. Education and Experience:
 - A. High school diploma or equivalent.
2. Necessary Knowledge, Skills and Abilities:
 - A. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
 - B. Some skill and demonstrated proficiency in operating the tools and equipment listed below;
 - C. Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to act effectively in emergency situations; Ability to meet the special requirements listed below; Ability to learn the city's geography.
3. Special Requirements:
 - A. Must be 21 years or older at the time of employment;
 - B. Must possess, or be able to obtain by time of hire, a valid Oregon driver's license;
 - C. Felony convictions or disqualifying criminal histories within the past seven years are not allowed;
 - D. Must be able to meet department's physical standards;
 - E. U.S. citizen;

- F. Must be able to read and write the English language;
 - G. Must become certified by the Board of Police Standards and Training within one year from the initial date of hire.
4. Selection Guidelines: Formal application; review of education and experience; appropriate testing including written and physical agility test; oral interview; and background investigation. Job related employment physical examination, including drug and alcohol screening, and psychological evaluation are conducted post-employment offer.

Lateral Entry:

1. Must be able to meet all Entry Level requirements listed above;
2. Must be able to pass the Department's physical agility test;
3. Must have at least 12 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application;
4. Must be certified by the Board of Police Standards and Training within one (1) year after employment.
5. Selection Guidelines: Formal application; review of education and experience; appropriate testing including written and physical agility test; oral interview; and background investigation. Job related employment physical examination, including drug and alcohol screening, and psychological evaluation are conducted post-employment offer.

TOOLS AND EQUIPMENT USED: Police car, police radio, radar/lidar speed measurement devices, handgun, shotgun and other weapons as required, police baton, handcuffs, Taser, Intoxilyzer, fire extinguisher, first aid equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform 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 job, the employee is frequently required to sit and talk or 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 or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: 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 job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

PHYSICAL REQUIREMENTS

Check if required for	ACTIVITY	Continuously 67-100%	Frequently 34-66%	Occasionally 0-33%
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essential job function				
<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Sitting – ½ hour or more	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Moving about work area		<input checked="" type="checkbox"/>	
	Bending			<input checked="" type="checkbox"/>
	Stoop Position 1 minute plus			<input checked="" type="checkbox"/>
	Climbing stairs			<input checked="" type="checkbox"/>
	Crawling – hands/knees			<input checked="" type="checkbox"/>
	Reaching overhead			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting up to 100 lbs.		<input checked="" type="checkbox"/>	
	Lifting overhead			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving/carrying items		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Dexterity/coordination	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Keyboard operation		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Rapid mental/hand/eye coordination	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Operation of motor vehicle and equipment	<input checked="" type="checkbox"/>		