



City of Warrenton

Position Description

Position: Police Officer	
Department/Site: Police	FLSA:
Evaluated by: Police Sergeant	Salary Grade: See current CBA

Summary

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

Essential Duties and Responsibilities

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.

- 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.
- 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.
- 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.
- Writes reports of patrol, investigative and other police activities providing detailed descriptions of circumstances and physical characteristics of people.
- Appears in court as a witness; prepares for court in conjunction with superior officers and various attorneys.
- Attends training and assists in training other officers and reserves.
- Participates in special assignments such as community relations, task forces, basic vehicle maintenance, narcotics investigations, and crime prevention.
- Serves as bailiff; maintains court security; transports prisoners and others; serves warrants.

- Assists the public by answering inquiries regarding directions, laws and ordinances; aids stranded motorists; conducts vacation house checks; checks road conditions, street signs and streetlights and reports defects; gives other assistance to the public as needed.

Other Duties

- Other miscellaneous duties as assigned by the Chief of Police and/or the Police Sergeant.

Minimum Qualifications

- 21 years of age
- Valid Oregon Driver's License
- United States citizen
- Graduation from High School or possession of G.E.D.
- Completion of an extensive background that meets current DPSST and Oregon standards.
- Completion of a drug test and DPSST Medical examination with a positive recommendation from the physician.
- Completion of a psychological assessment and an affirmative recommendation from the psychologist.
- Complete the DPSST Basic Police class and obtain Basic Police Certification within 18 months of hire.

Licenses, Certificates, and other Requirements:

- Valid Oregon Driver's License

Desirable Qualifications:

Knowledge of:

- Interviewing and investigation techniques and procedures.
- Use of proper grammar, spelling, and basic mathematics.
- Use of computers, programs, mobile devices, word processing programs, etc.
- CPR and basic first aid.

Ability to:

- Apply currently accepted police and law enforcement methods.
- Apply relevant laws and regulations.
- Gather information through observation, from written materials, and through interviews.
- Enforce relevant federal, state and local laws and ordinances.
- Use and care for firearms, communications equipment and other police gear.
- Analyze situations, identify and select among alternative solutions, implement selected alternative.

- Communicate effectively both verbally and in writing with those encountered while on duty.
- 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.

Physical and Mental Demands:

The employee 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 the public under stressful conditions. Requires occasional lifting of heavy objects combined with twisting, bending or working on uneven surfaces.

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public; interact with people who are experiencing a wide range of emotions, may be mentally unstable, may be violent, and may be under the influence of substances.