

**City of Cottage Grove  
Job Description  
Police Officer Cottage Grove Police Department**

<b>Department:</b> Police	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Operations Commander	<b>Representation:</b> Police Guild
<b>Pay Range:</b> \$3,976 to \$5,455 mo. (depending upon certification and experience)	<b>Date Adopted:</b> 11/21/2016

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

**GENERAL POSITION SUMMARY:**

Performs law enforcement and crime prevention work including patrol and investigation; enforces federal, state, and local laws; does related work as required.

An employee in this class performs general law enforcement work. Work is normally performed under general supervision of a sergeant who assigns and reviews work for conformance to laws and departmental rules and regulations. Although supervision is not normally a responsibility of positions in this classification, employees may be requested to provide work guidance and/or training to new officers.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

1. Patrols streets, businesses, and residential areas to enforce traffic and criminal laws; issues warnings or citations for violations; performs security checks for suspicious persons or vehicles.
2. Responds to calls, including major crimes, civil complaints, thefts, assaults, family disputes, and takes appropriate action.
3. Maintains written records and prepares reports necessary for accident and crime investigations, crime prevention, prosecution and office activities.

4. Conducts investigation and interrogations; gathers evidence and interviews victims and witnesses.
5. Serves criminal warrants, applicable court orders, and subpoenas.
6. Performs crime prevention activities that include surveillance patrols and dissemination of information to the public.
7. Makes arrests, books, and searches prisoners; transports prisoners; releases prisoners.
8. Testifies in court.
9. Enforces animal control laws; apprehends stray dogs and transports them to kennel; issues citations or warrants for violations.
10. Participates in public relations programs, which may include speaking to citizens and/or school groups.

### **ESSENTIAL FUNCTIONS:**

Considerable knowledge of applicable federal, state, and local laws and ordinances; English grammar and spelling. Some knowledge of investigatory procedures and the gathering and preservations of evidence; interviewing and interrogating techniques.

- Work harmoniously with the public, the department, City organizations, and other agencies, and effectively communicate with a diverse public.
- Interact with City staff and general public using courtesy, tact, and good judgment and handle irate and emotionally upset citizens.
- Communicate effectively verbally and in writing.
- Understand and appropriately act on verbal and written instructions.
- Work independently and perform appropriately and effectively in emergency situations.
- Make decisions quickly based on knowledge available.
- Prepare complete and accurate reports.
- Adapt to changing situations and priorities.
- Physically perform assigned work.
- Attend required training classes.
- Available to work varying shifts and/or irregular hours, if required.
- Perform other duties as required.

### **IMPORTANT FUNCTIONS:**

- Interpret and apply program information in making work decisions or providing information.
- Effectively enforce non-violent code requirements, and investigate complaints.
- Work in a team environment and assist sworn officers in a variety of incidents.

- Respond quickly and calmly in potential emergency situations, being aware of limits of authority.
- Operate various office equipment, radio, hand tools, van and truck.
- Acquire effective presentation skills, and to verbally present ideas, information and thoughts in a clear and concise manner to groups of varying sizes and backgrounds.
- Prepare legible written reports that reflect accurate reporting of information received, properly spelled words and appropriate grammar.
- Perform basic clerical duties such as composing and typing correspondence and inspection/survey reports, filing alphabetically and numerically.
- Read and decipher maps.
- Provide clear explanations of applicable policies and procedures.
- Attend out-of-town training for short or extended periods, if required.
- Understand and follow verbal and written instructions.

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical demands or requirements 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.

- Operate equipment and enter data into a computer requiring repetitive arm-hand movement in confined spaces such as when operating a lap top while in a vehicle.
- Ability to stand for extended periods of time such as when directing traffic.
- Ability to maintain both audio and visual communication/contact.
- Ability to work within a restricted space (such as the municipal jail).
- Walk up and down stairs several times per shift.
- Ability to lift and pull items from overhead.
- Coordinated movement of more than one limb simultaneously is required, such as when using a hand-held radio while driving, using a flashlight while driving, or when directing traffic.
- Lift and carry objects such as equipment, supplies or evidence weighing up to 10 pounds on a frequent basis and 30 pounds on a semi-regular basis.

### **DISTINGUISHING CHARACTERISTICS:**

An employee in this classification is responsible for knowledge of applicable federal, state, and local laws and ordinances; English grammar and spelling. Some knowledge of investigatory procedures and the gathering and preservations of evidence; interviewing and interrogating techniques.

### **JOB SPECIFICATIONS:**

Communicate effectively both verbally and in writing; understand and appropriately act on verbal and written instructions; work independently and perform appropriately and effectively in emergency situations; make decisions quickly based on knowledge available;

prepare complete accurate reports; deal tactfully with the public; maintain effective working relationships with co-workers, other city departments and law enforcement agencies and the public; adapt to changing situations and priorities; physically perform assigned work; work all shifts assigned.

### **Education & Experience:**

1. High School Diploma or equivalent preferred. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.
  - a. Minimum of 2 years of experience in law enforcement, preferred.
  - b. Any equivalent combination of education and experience.
2. Preference will be given to lateral candidates with DPSST Basic Police Certification or the ability to obtain certification within one year of hire date. Or similar certification from another state, two years law enforcement experience, or police reserve experience with academy training, two years of college.

### **Knowledge, Skills and Abilities:**

General knowledge of: modern law enforcement principles, procedures, techniques, and equipment. Working knowledge of the following: pertinent city, county, state and federal laws; geography of the city; and location of important buildings.

Skill in: operation of listed tools and equipment; the use of firearms; and proficient written and oral communications.

Ability to: learn the applicable laws, ordinances, and department rules and regulations; perform work requiring good physical condition; communicate effectively orally and in writing; establish and maintain effective working relationships with subordinates, peers and supervisors; exercise good judgment in evaluating situations and in making decisions; react quickly and calmly under emergency conditions; follow verbal and written instructions; meet the special requirements listed below; and learn the city's geography.

### **Special Requirements and Certifications:**

- Must be 21 year or older at the time of employment
- Must be a U.S. Citizen within 18 month of hire date
- Must be available to work all shifts, weekends and holidays as needed
- Must be able to proficiently and effectively read, speak and write the English language.
- Must possess or obtain a valid Oregon driver's license

- Must pass a thorough background investigation and interview that establishes strong moral character. Felony convictions and disqualifying criminal histories are not allowed.
- Must successfully complete psychological and medical evaluation prior to employment
- Must be able to obtain police officer certification from the Oregon Department of Public Safety Standards and Training within 12 months of employment.

**Supervision Received:**

Work is performed under the general supervision of the Operations Commander and Patrol Sergeants.