



City of Lake Oswego, Oregon

Job Description

POLICE OFFICER

FLSA Status: Non-exempt
Union Representation: LOPOA

Salary Grade: 312
Job Code: 3030

Summary

This is a uniformed, police position responsible for general police duties and the enforcement of laws and ordinances. An employee in this class is under the direct supervision of a shift sergeant and performs law enforcement activities which include, but are not limited to, the protection of life and property; conducts routine and detailed investigations into criminal and civil matters; locates and preserves physical evidence; enforces city and state traffic laws, and issues verbal and written warnings; performs special investigative and undercover assignments when required; writes reports and other documents; makes court appearances and gives testimony; may be assigned to the detective, traffic, crime prevention, or other related units; and may be given assignments as required by the chief of police. Incumbents in this class report to a higher professional police classification, such as sergeant, lieutenant, captain or chief of police.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Participates in general law enforcement duties.
2. Performs routine and specifically assigned patrol duties on an assigned shift.
3. Works independently as a unit on assigned crime prevention, investigative, traffic, and community service-related activities.
4. May be assigned special duties where independent and detailed follow-up will be necessary; e.g., detective unit.
5. May be assigned to crime prevention, a citizen-oriented activity consisting of presentations to civic and local groups, and demonstrations concerning crime prevention.
6. May be assigned any other assignments as required by the chief of police.
7. Advises and refers to proper agencies those individuals with legal problems who are not aware of prevailing laws.
8. Writes reports dealing with assigned activities in a clear and complete manner.
9. Issues traffic citations and appears in court on same.
10. Must be able to work shift hours.
11. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Public safety practices and procedures.
- English grammar and basic mathematical computations.
- Personal computers and related software applications.

Skills and Abilities to:

- Investigate criminal activities and apprehending violators.
- Read and perform basic mathematical calculations, and follow written and oral instructions.
- Write reports with proper format, punctuation, spelling, and grammar using all parts of speech.
- Speak with poise, voice control and confidence using correct English and well modulated voice.
- Deal with emergent situations in an effective manner.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D.

Licensing and Other Requirements:

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards.

Must be at least 21 years of age. Must be able to pass a thorough background check with no felony convictions, and pass a psychological and medical evaluation. Must complete and maintain minimum standards as required by the State of Oregon Board on Police Standards and Training for certification.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Very Heavy Physical Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This 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.