



Patrol Officer-Police

Class Code:
POL-Patrol

Bargaining Unit: Police
DPSST Certified Officer
City of Prineville

SALARY RANGE According to current wage scale

SUMMARY:

This position performs law enforcement and crime prevention duties including patrol and investigations. Enforces federal, state, and local laws, regulations and ordinances. Assists in EMS and provides public assistance; performs other duties as necessary for the proper functioning of the department.

SUPERVISION RECEIVED:

Work is normally performed under the general supervision of the Patrol Sergeant or assigned shift commander who assigns and reviews work for conformance to laws and departmental rules and regulations. Ultimately under the command of the Chief of Police and Captain.

SUPERVISORY RESPONSIBILITIES:

Patrol Officer does provide direct supervision of any cadet or reserve officer, or citizen rider currently assigned to or riding with the officer.

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

The essential functions include, but are not limited to, the following duties and responsibilities, which are listed in no particular order of importance;

Patrol streets, alleys, roads, business and residential areas of the City, enforcing parking, traffic and criminal laws and ordinances; checks suspicious person and vehicles.

Responds to wide variety of service and investigative calls including but not limited to crimes, violations, juvenile complaints, family disputes, barking dogs and takes appropriate action.

Investigates accidents, deaths, and criminal complaints; makes arrests and issues citations and warnings when appropriate; handles prisoners as required by law.

Prepares full and comprehensive reports on activities performed.

Assists the public by answering inquiries regarding directions, laws and ordinances; aids stranded motorists; checks road conditions, street signs and street lights; gives other assistance to the public as needed.

Testifies in court, serves warrants and subpoenas.

Provides miscellaneous field services; assists other officers, including communications and corrections, in their duties.

Makes security checks on business and public buildings.

Interviews witnesses and suspects, takes photographs, collects evidence, processes latent prints rolls fingerprints, and conducts follow-up investigations.

Directs traffic and generally provides traffic control at scenes of fires, parades, and other special events, malfunctioning traffic signals, motor vehicles collision scenes, etc.

Makes recommendations to superior officers concerning departmental policies, procedures, and activities.

Maintains working liaison with other law enforcement agency personnel.

Performs animal and ordinance officer duties as needed or assigned.

Maintains assigned patrol vehicle and work station in clean, orderly and working conditions.

Jointly responsible with all other employees for the overall cleanliness and order of the police facility.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

Organize and plan own work schedule to meet workflow demands in a timely and efficient manner.

Knowledge and understanding of applicable federal and state laws, ordinances, and resolutions as applies to the Police and Emergency Dispatch departments.

Reds, analyzes, and interprets reports, and other related documents.

Knowledge of modern principles, practice and methods of law enforcement.

Ability to respond to inquiries from the general public and members of the business community in a professional, well-informed manner.

Knowledge and use of business English, grammar, spelling, punctuation and composition.

Works well with others in a spirit of cooperation and teamwork.

Ability to deal with confidential information and/or issues using discretion and good judgment.

Skill in establishing and maintaining good working relationships with other City employees, the City Council, the media and the general public.

Self-motivated worker with strong sense of honor and integrity.

Ability to make reasonable and sound decisions in stressful situations.

Special Requirements/Licenses:

Possess a valid Oregon driver's license with acceptable driving record. (Or the ability to obtain a valid Oregon driver's license within two weeks of hire.)

Must have current Police Officer Certification from Oregon State DPSST.

Education/Experience Required

Possess a high school diploma or GED certificate. Must be at least 21 years of age and be a US citizen or be able to obtain citizenship within 18 months after date of appointment.

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 occasionally required to sit, talk or hear. The employee is frequently required to stand; walk; pursue suspects, use hands and fingers, 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 up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision and the ability to adjust focus.

Tools and Equipment Used:

Computer, including word processing, data base, Internet, and spreadsheet programs; telephone system, copy machine, fax machine. The safe operation of law enforcement equipment including City motor vehicles, two-way radios, camera, MDT units.

Work Environment:

While performing the duties of this job, the employee frequently works outside in adverse weather conditions; works near moving vehicles and vehicle exhaust fumes.

The noise level in the office environment is quiet and usually moderate in the field environment.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.