

City of Springfield, Oregon: Police Officer

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Representation: SPA	FLSA: Non-Exempt
Job Code: 375263	Grade/Range: 220
Effective Date: 6/2003	Rev: 4/2011

General Summary of Duties

Under the supervision of a Sergeant, enforces state and local laws, and responds to emergencies in an effort to protect life and property. Performs related duties as required.

Supervision Received and Exercised: Reports to Police Sergeant. Does not supervise.

Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Responds to life threatening emergencies, including violent crimes, medical emergencies, vehicle accidents, fires, and disasters, and provides assistance in accordance with established procedures.
- Investigates crimes; interviews victims, witnesses, and suspects; locates, seizes, and photographs physical evidence.
- Pursues and restrains individuals as necessary; arrests suspects and wanted persons and assists with search warrants and follow-up investigations; transports and lodges prisoners.
- Performs community relations and crime prevention functions; speaks to area groups; may act as watch commander in the absence of a sergeant; participates in the training of recruits and reserves officers.
- Provides emergency response in tactical situations by using knowledge of specialized weapons and tactics, negotiations, and team support; participates in non-criminal emergencies to include the location of lost children or disoriented persons, and search and rescue activities.
- Interacts with other law enforcement agencies in accordance with policy; testifies in civil, criminal, and juvenile courts; provides police service for special events.
- Responds to calls for service to maintain or restore peace in the community; initiates crisis intervention, and offers public information and assistance.
- Prepares written and/or typed reports of activities, including criminal information and administrative reports; participates in briefings and debriefings to exchange information.

Qualifications

Knowledge of:

- Knowledge of the role of public safety in the community;
- Knowledge of the value of law and its enforcement;
- Knowledge of basic mathematics;
- Knowledge of the English language and writing techniques;

Ability to:

- Ability to learn Springfield Police Department procedures and methods;
- Ability to learn the geographic characteristics of the City as they relate to street, building, and business locations;
- Ability to remember names, facts, and details of incidents;
- Ability to serve as a credible witness in court appearances;
- Ability to learn and become proficient in the use of police equipment, including vehicles, firearms, radios, batons, chemical agents, radar devices, computers and other specialized equipment;
- Ability to apply the physical strength and endurance necessary to perform the duties of the position;
- Ability to communicate effectively with individuals and groups;
- Ability to deal effectively with persons who display a wide range of behavior;
- Ability to develop and maintain positive and effective working relationships and to interact harmoniously with co-workers, other agencies, and the public;
- Ability to conduct investigations according to established procedures;
- Ability to analyze situations, make decisions, and respond quickly;
- Ability to cope with stress;
- Ability to participate in the training of co-workers and reserves;
- Ability to learn leadership skills, and to act in a supervisory capacity;
- Ability to function as a team member in tactical and non-tactical situations;
- Ability to maintain concentration while shifting attention quickly from one subject to another;
- Ability to compose accurate and comprehensive reports, and type sufficiently to perform the duties of the position;
- Ability to work on rotating shifts, and irregular hours, holidays, weekends, and overtime, as needed.

Experience and Training:

In accordance with OAR 259-008-0010, all Police Officer applicants must:

1. Have earned a high school diploma from an accredited school or G.E.D. certificate; and
2. Be a United States citizen; and
3. Be 21 years of age or older; and
4. Have no convictions that could have resulted in a sentence to a federal or state penitentiary; and

5. Meet minimum physical and psychological requirements as determined by a physician, including but not limited to:
 - a. Color discrimination, binocular coordination, and peripheral vision as defined in the above OAR;
 - b. Uncorrected visual acuity of 20/100 or better in both eyes. Waiver of this standard will be considered on a case-by-case basis.
 - c. Hearing in both ears sufficient enough to perform essential tasks without posing a direct threat to themselves or others. The applicant must have no average loss greater than 25 decibels (db) at the 500, 1,000, 2,000, and 3,000 Hz levels in either ear with no single loss in excess of 40 db. If amplification devices are necessary to meet the above criteria, or if the applicant cannot meet the above criteria, they must follow procedures listed in OAR 259-008-0010 (7).

Applicants are also required to meet at least one of the following criteria:

1. Be an Oregon DPSST certified police officer; or
2. Be a graduate from a police reserve academy in the State of Oregon with a minimum of 320 DPSST certified training hours; or
3. Have a minimum of 90 quarter credit hours or 60 semester hours from an accredited college or university; or
4. Be a police officer from another state, with at least one year of paid experience and the ability to obtain certification through the DPSST Career Officer Development Course; or
5. 2 years active duty military service in a branch of the U.S. Armed Forces with an honorable separation.

Required Special Qualifications
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Successful completion of the State of Oregon DPSST Basic Course, including the field training portion, within twelve (12) months from the date of appointment as a regularly employed officer; or out-of-state certification that is approved by the Oregon DPSST.

A valid State of Oregon Driver's license at the time of appointment.

Required Special Qualifications
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Police employees hired after June 1986 must refrain from the use of tobacco products while on duty