

**JOB DESCRIPTION**  
**CITY OF PHOENIX, OREGON**  
**POLICE OFFICER**  
(Updated: January 4, 2016)

Overtime: Non-Exempt

Salary Range: Determined by CBA

**GENERAL PURPOSE**

Performs police patrol and community peace keeping services related to civil matters; warrant service; investigations; traffic enforcement; ordinance enforcement and related law enforcement activities.

**SUPERVISION RECEIVED**

Works under the general supervision of a police lieutenant, sergeant or designated supervising senior officer.

**SUPERVISION EXERCISED**

May act, in a limited capacity, as a supervising officer in charge. May supervise reserve officers and police recruits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Works varying, rotating shifts performing service oriented police work, responding promptly to all types of service calls.
- b. Conducts preventive patrols for crime prevention and detection.
- c. Conducts traffic patrol and enforcement.
- d. Responds to traffic crashes and other accidents, rendering aid and completing investigations of incidents.
- e. Investigates criminal activity, including basic crime scene investigation, searching for and locating physical evidence.
- f. Responds to animal control calls for service and occasionally may impound stray dogs when an assigned Animal Control Officer is unavailable for needs assistance.
- g. Responds to other emergency service incidents as needed and provides first aid to injured persons as required.
- h. Required to use proper judgment and available resources to complete tasks under high stress and in potential danger of physical injury. May include but is not limited to incidents involving arresting person(s) for felony or misdemeanor crimes and proper use of varying levels of force, ranging from presence to lethal. May include being verbally abused or physically assaulted and dealing with emotionally traumatic events.
- i. Required to detail, in report form, actions and observations related to investigations and other tasks performed at work. Must be able to recall the details of work related actions and testify to same.
- j. Required to issue citations as needed, accurately complete documents required by the Oregon Department of Motor Vehicles, Oregon Liquor Control Commission and other regulatory authorities as appropriate. May be required to testify to the content and details related to those documents, sometimes years later.
- k. Must be able to identify evidence and process it in accordance with instruction. When no instruction has been provided, must be able to apply standards and training to improvise an appropriate way to collect and process evidence.
- l. Must be able to coordinate activities with supervisors, other officers, other agencies, other City departments and citizens as needed.
- m. Must be able to effectively communicate with prosecutors to seek advice on matters of

law and procedure.

- n. Must be able to act as an effective liaison between the Phoenix Police Department, other agencies, local businesses and the community.
- o. Interviews witnesses suspects and drivers.
- p. Must be able to learn how to properly operate a mobile data computer system, mobile video recording system and other basic, law enforcement related technology
- q. Required to maintain the reasonable cleanliness of department vehicles being operated, including the interior and exterior.
- r. Performs duties in conformance with applicable federal, state, county and city laws and ordinances and adheres to department policies and procedures and the law enforcement code of ethics.

### **PERIPHERAL DUTIES**

- a. Maintains departmental equipment, supplies and facilities
- b. May conduct court security in Phoenix Municipal Court
- c. May serve as a member of various employee committees

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Entry Level General:**

- a. Must be 21 years of age or older at time of employment.
- b. Must possess, or be able to obtain by the time of employment, a valid Oregon driver license.
- c. Must not have a current or pending suspension of driving privileges in Oregon or any other state.
- d. Must not have been convicted in this state, or any other jurisdiction, of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one (1) year may be imposed
- e. Must not have been convicted of violating any law involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug
- f. Must not have been convicted in this state of violating any law subject to denial or revocation as identified in OAR 259-008-0070 or has been convicted of violating the statutory counterpart of any of those offenses in any other jurisdiction.
- g. Must not have been convicted of any offense involving any acts of domestic violence as defined in ORS 135.230
- h. Must be a U.S. citizen at the date of hire or, if not a citizen at the date of hire, within 18 months after the date of hire.
- i. Must be able to read and write the English language.
- j. Must be of good moral character, temperament and of industrious habits.
- k. Must be eligible to obtain Department of Public Safety Standards and Training (DPSST) basic certification within 18 months of employment.

#### **Education and Experience:**

- a. Must possess a high school diploma or equivalent. In addition, college or university level studies, vocational training in police sciences, law enforcement, criminal justice administration, public administration or a related field are desirable: **OR**
- b. Any equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- a. Some knowledge of modern law enforcement principle, procedures, techniques and equipment.
- b. Ability to learn the applicable laws, ordinances and department policy and procedures.
- c. Ability to perform work requiring good physical condition, meeting all required physical demands.
- d. Ability to communicate effectively in written as well as oral form.
- e. Ability to build and maintain effective working relationships with peers, subordinates, supervisors, and the general public.
- f. Ability to follow written and verbal instruction.
- g. Ability to exercise sound judgment.

**TOOLS AND EQUIPMENT USED**

Various police vehicles equipped with emergency lights and siren, in-car video system, mobile computer system, mobile and portable police radios, hand-held and vehicle-mounted speed measuring equipment, pursuit intervention devices (e.g., portable spike strips) handgun, rifle, shotgun and other specialized weapons as required, electronic restraint device (Taser), baton, handcuffs, Intoxilyzer, first aid equipment, desktop computer, wireless telephone or smartphone and other specialized equipment as necessary.

**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 required to physically arrest subjects, and be able to subdue criminal subjects with control holds or other strenuous physical means.

The employee is frequently required to talk or hear.

The employee is frequently required to sit, stand, walk and run.

The employee is frequently required to use hands and fingers to manipulate, handle, or feel objects, tools, or controls; to reach with hands and arms, including items on the ground and items above the employee.

The employee is required to be able to climb, balance, stoop, kneel, crouch, or crawl.

The employee is required to use the sense of smell to develop testimonial evidence related to alcohol consumption or intoxication, the use of unlawful controlled substances and to be able to detect dangers such as gas leaks.

The employee must occasionally lift and/or move more than 100 pounds.

The employee must have eye sight sufficient to meet the vision requirements for police officers, as outlined by the Department of Public Safety Standards and Training, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in outside weather conditions.

The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives and is often exposed to wet and/or humid conditions or direct sunlight for extended periods of time.

The employee will be exposed to—with varying frequency—chemical fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, biologically hazardous substances and vibration. The noise level exposure by the employee will normally be moderate.

## **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 is subject to change by the employer as the needs of the employer and requirements of the job change.