

City of Coburg

Job Description Reserve Police Officer

Job Description for the position of:

Police Officer

Department: Police

Position Type: Volunteer / Nonpaid

Supervised By: Chief of Police

Pay Range: Nonpaid

FLSA Status: Non-exempt

Bargain Unit: None

GENERAL POSITION SUMMARY:

This is professional police work which involves the protection of life and property, the enforcement of laws, the investigation of crime, the processing and booking of prisoners and working with the public on public safety issues. Work activity and conduct is guided by laws, policies, training, specific assignments, or direct orders of higher-ranking law enforcement position. Work involves the prevention of crime, the protection of life and property, the enforcement of laws, the investigation of crimes, and the arrest, processing, booking and lodging of criminals. The Coburg Police Department practices, and actively encourages community participation in the community policing philosophy and techniques. Assignment area of this class may include Patrol, Community Policing, Traffic, Training, Investigations, Ordinance Enforcement, Bailiff, Corrections, and Dispatching. The person in this position must be able to work day and/or night shifts which are normally ten (10) hours in length. Person must be willing to change shifts, work extra hours, work on typical holidays, be on call, and work alone. The work contains an element of personal risk involving the exercise of sound judgment in assessing human behavior, for handling emergency situations, confidentially, and in the resolution of day-to-day law enforcement problems. Supervision is received by first line supervisors and higher-ranking police personnel.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

(Any single position of a class may not involve all of the essential duties listed below; however, every employee must be able to perform them.)

Patrols assigned area(s) of the city on foot, bicycle, automobile or other conveyances; enforces traffic laws and issues citations or warnings to violators; directs traffic; investigates traffic accidents and criminal incidents; prepares reports; arrests violators and provides credible court testimony. Answers and investigates citizen complaints and reports; provides directional information to motorists concerning locations of streets and addresses; provides crime-prevention information and assistance to the public. Provide community resource material, and referral information. Examines crime and accident scenes and preserves evidence; interviews suspects, witnesses, and victims; provides specialized technical follow-up investigation for certain criminal events. Processes arrested suspects, by fingerprinting, photographing, inventorying property and lodging. Provides meals for and checks on detained persons in the custody of the Coburg Police Department. Meets with members of the public. Conducts meetings and facilitates sector meetings. Presents public safety information. Facilitates discussion involving public safety concerns and participates in joint problem solving efforts.

SPECIFIC JOB SKILLS REQUIRED

1. Express themselves clearly in both written and verbal communications. Be capable of filling out various forms in their entirety without making errors.

2. Maintain personal appearance ensuring compliance with minimum standards set by the department.
3. Maintain a harmonious relationship with other department members ensuring team effort. Recognize the skills of each employee to achieve a strong, unified force. Recognize the positive traits of fellow employees and acknowledge the good work they perform.
4. Officers must be able to retain policies, procedure and laws and operate by them. Report any violations of standard operating procedures (SOP), rule of conduct, policy or law to a supervisor whether it is known or suspected.
5. Officers must be able to stay composed during stressful situations. Officers must be able to follow policy even during critical moments.
6. Keep track of all assigned equipment. Properly maintain all assigned equipment. Keep vehicle assigned or operated in good working order.
7. Be physically capable of meeting the demands of the position. This includes foot pursuits, lifting of bodies, assisting the elderly; perform medical first aid, high speed driving, physical fights and use of all levels of force identified by the standard operating procedures.
8. Meet the standards for police officers set forth by the Department of Public Safety Standards and Training.
9. Officers must be able to interpret situations that are complex both accurately and in a manner that can be explained to others. Officers must be able to react within the scope of their authority properly to those events and apply laws and policies correctly.
10. Officers must be able to supervise others in a manner that is consistent with policy and be willing to enforce policy.
11. Must be able to analyze cause and affect relationships including variables. Able to focus on problem prevention.
12. Must be able to actively listen and evidence this by allowing feedback from all. Exhibit re-stating of opponents position.
13. Be able to set priorities, focus on important tasks, and meet deadlines.
14. Able to maintain an objective stance on issues with willingness to be flexible.
15. Maintain a high ethical level. Behave fairly and ethically toward others. Demonstrate a sense of responsibility and commitment to public service.
16. Be able to retain training including physical and mental aspects of the job.
17. Respect and never violate the constitutional rights of others.
18. Be willing and able to perform any and all other assigned duties.

KNOWLEDGE OF:

Current laws, ordinances, supervisory principles and practices, court procedures, and reactive problem solving. Must know how to recognize data which indicates organizational problems and institute countermeasures to preclude abnormalities or the institution of social work mores that are contrary to established expectations.

ABILITY TO:

Officers must be able to use all levels of force, properly operate all weapons, and wear protective vest and other equipment. Must be able to sustain the weight of all protective equipment and weapons (approximately 35 pounds) without injury. Officers must be able to read reports, and communicate both in writing and verbally so as to be understood by others including, but not limited to citizens, employees, and members of the district attorney's office.

SKILL IN:

Officers must be able to operate radios, computers, vehicles, fax machines, copiers, phones, and small desk tools.

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES:

High school diploma or GED certificate. Must be 21 years of age at the time of appointment. Must be a U.S. citizen. Must have a valid Oregon driver's license.

DESIRABLE QUALIFICATIONS:

Associate or Bachelor's Degree. Possession of a valid Police Officer Certificate from the Department of Public Safety Standards and Training.

OVERALL JOB STRENGTH RATING:

(Oregon Workers' Compensation Rules, Div. 436-035-0012). Very Heavy

PHYSICAL REQUIREMENTS:

***In general:** While performing the duties of this position, the employee is frequently required to sit; communicate, both orally and in writing; reach and manipulate objects, tools, or controls; drive; and type. The position requires mobility and must be able to lift or drag persons for approximately 15 yards, run short distances to chase suspects. Duties involve moving materials weighing up to and sometimes more than 40 pounds; manual dexterity and coordination are required over 50% of the work period. Must be able to physically control adults who are resisting arrest or medically in need of restraint. Officers must be capable of working both inside and outdoors and working day and night shifts.*

Specifically:

1. **Standing:** Often, office settings and all outdoor surfaces.
2. **Sitting:** Frequent, padded adjustable office chairs and car seats.
3. **Driving:** Often.
4. **Changing Positions:** must consciously change positions in and out of a patrol car.
5. **Walking:** Often.
6. **Carrying:** Frequent, carrying tactical weapons and equipment, files, boxes, office and vehicle

equipment, and sometime people. Can be more than 40 pounds.

7. **Lifting:** Often; objects include spike sets, spare tires, boxes of printer paper, boxes of reports, office equipment, and patrol equipment from shelves and trunks of patrol vehicles.

8. **Pushing/Pulling:** Often; officers have to push vehicles to assist public, push doors to force them open, pull people out of danger, and perform other arrest or public safety needs that arise.

9. **Bending:** Often.

10. **Twisting:** Occasional. Officers must be *able to twist within the patrol car to pick up objects and to manipulate computers and radar units.*

11. **Reaching:** Often. Officers need to be able to reach out and grab hold of both objects and people.

12. **Handling/Fine manipulation:** Frequent, using the computer keyboard and mouse and various tactical equipment.

13. **Grasping:** Frequent, tactical equipment and weapons.

14. **Pinching:** Frequent paperwork, pens in writing citations and notes.

15. **Climbing:** Occasional. Getting into vehicles, conducting interviews, investigations, and searches on upper floors. Officers must be able to climb over fences and upstairs to get to victims and apprehend suspects.

16. **Balancing:** Often.

17. **Kneeling:** Occasional.

18. **Crouching:** Occasional.

19. **Crawling:** Occasional. Officers may need to crawl to avoid gunfire or to move to a position of advantage.

20. **Running:** Occasional, to catch suspects who have committed crimes and are attempting to elude arrest.

21. **Sensory:**

- **Speaking** - Frequent. Officers must be able to communicate with others both in person, over the phone and radio systems in a manner that is clear and understandable. Officers must be able to discuss laws with the public and interpret situations so as to make complex issues understandable to the average juror.
- **Hearing** - Frequent. Officers hearing requirements must be within the minimum standards set by DPSST for certification or correctable to that level.
- **Seeing** - Continuous. Must be able to track movement and be able to see anything that is out of the ordinary. Must be able to see and recognize signs of threat and/or danger as well as

performing normal everyday tasks. Officers vision requirements must be within the minimum standards set by DPSST for certification or correctable to that level.

- **Writing** - Frequent. Officers must be able to type and hand write reports. This includes physically performing both functions as well as the cognitive ability to put thoughts into a logical order which can be easily understood by others.
- **Depth Perception** - Required.
- **Color Vision** - Required.

ORDINARY ENVIRONMENTAL FACTORS:

Must be able to conduct foot patrol in both the warmth of summer or cool temperatures of winter. Driving in heavy traffic can include vehicle fumes from passing traffic. Must be able to operate in an environment that is known to produce heavy allergens. Must be able to place oneself in a position that may cause serious physical harm or death.

MACHINES/TOOLS/EQUIPMENT USED AS A NORMAL PART OF THE JOB:

Computer; automobile; all levels of use of force including ASP, TASER, handcuffs, pepper spray, firearm.

NCCI Code: EEO code: Employee Signature/Date Supervisor's Signature/Date Department Head Signature/Date City Administrator or Mayor Signature/Date Distribution:

- Copy to employee.
- Copy to direct supervisor. (May also give copy to department head, city administrator, and/or Mayor if requested)
- Original to payroll to be placed in employee's master file.