RESOLUTION NO. 576-2014

A RESOLUTION ADOPTING THE JOB DESCRIPTION FOR POLICE OFFICER, AND REPEALING RESOLUTION NO. 173-93.

Findings

A. The City Council of the City of Hubbard find there is a need to update the job description for "Police Officer."

Based on these findings, the City of Hubbard ordains as follows:

1. The City of Hubbard hereby adopts the Police Officer job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled *"Police Officer."*

2. Resolution No. 173-98 is hereby repealed.

INTRODUCED AND ADOPTED this 14th day of October 2014.

CITY OF HUBBARD, OREGON

BY:_____
MAYOR

ATTEST:

BY: Vickie L Nogle
RECORDER

APPROVED AS TO FORM:

BY:_____
CITY ATTORNEY

EXHIBIT "A"

POLICE OFFICER

General Statement of Duties

Police Officer performs professional police work which includes the protection of life and property, the enforcement of laws, the investigation of crime and working with the public on public safety issues. Work activity and conduct is guided by laws, policies, specific assignments, or direct orders of higher-ranking law enforcement position.

Assignment area of this class may include Patrol, Community Policing, Traffic, Training, Investigations, Ordinance Enforcement and Bailiff. 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 the handling of 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.

Distinguishing Features

The principal function of an employee in this class is to perform various law enforcement functions for the City and community. The work is performed under the supervision and direction of the Sergeant and the Chief of Police, although considerable leeway is granted for the exercise of independent judgment and initiative. This position is distinguished from that of Police Sergeant by the Police Officer's lack of supervisory responsibility. This is a non-exempt position.

Essential Duties

- Patrols assigned area(s) of the City on foot, bicycle, automobile or other conveyances; enforces traffic laws and issues citations or warning 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. Provides 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.
- Meets with members of the public. Conducts meetings and facilities meetings. Presents public safety information. Facilitates discussion involving public safety concerns and participates in joint problem solving efforts.

Required Knowledge, Skills, and Training

- Ability to communication clearly in both written and verbal forms. Be capable of filling out various forms in their entirety without making errors.
- Maintain personal appearance ensuring compliance with minimum standards set by the department.
- 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.
- 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.
- Must be able to stay composed during stressful situations. Officers must be able to follow policy even during critical moments.
- Keep track of all assigned equipment. Properly maintain all assigned equipment. Keep assigned vehicle in good working order.
- 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.
- Meet the standards for police officers set forth by the Department of Public Safety Standards and Training.
- 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.
- Must be able to analyze cause and affect relationships including variables. Able to focus on problem prevention.
- Must be able to actively listen and evidence this by allowing feedback from all. Exhibit re-stating of opponents position.

- Be able to set priorities, focus on important tasks, and meet deadlines.
- Able to maintain an objective stance on issues with willingness to be flexible.
- Maintain a high ethical level. Behave fairly and ethically towards others. Demonstrate a sense of responsibility and commitment to public service.
- Be able to retain training including physical and mental aspects of the job.
- Respect and never violate the constitutional rights of others.
- Be willing and able to perform any and all other assigned duties.
- Must have knowledge of current laws, ordinances, court procedures, and reactive problem solving.
- Must know how to recognize data which indicates organizational problems and institute countermeasures to preclude abnormalities of the institution of social work mores that are contrary to established expectations.
- 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.
- 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.
- Must be able to operate radios, computers, fax machine, copiers, phones and small desk tools.
- Must be able to place oneself in a position that may cause serious physical harm or death.

Required Education and Experience

- High school diploma or GED certificate.

Required Special Qualifications

- Must be 21 years of age at the time of appointment.
- Possession of a valid Oregon driver license, and acceptable driving record.
- Must be able to obtain certification from the Department of Public Safety Standards and Training within 18 months of hiring. Ability to meet all physical, vision and hearing

Standards of Employment as a Law Enforcement Officer established by the Department of Public Safety Standards and Training.

- Satisfactorily pass a Federal, State and Local background check with no criminal disqualifiers.
- Ability to satisfactorily complete a prescribed physical ability test, written examination, psychological evaluation and medical evaluation.
- Must be at or above the twelfth grade reading and writing level.
- Must have the ability to handle a firearm and qualify with the firearm on the range.

Essential Physical Abilities

- While performing the duties of this position, the employee is frequently requited 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, 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.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enable the employee to function within a general office environment.