

NATURE OF WORK

This is professional police work which involves the protection of life and property, the enforcement of laws, the investigation of crimes and working with the public on public safety issues.

Work involves responsibility for a variety of law enforcement and public safety work involving the prevention of crimes, the protection of life and property, the enforcement of laws, the investigation of crimes, and the arrest of criminals. The Salem Police Department practices, and actively encourages community participation in community policing philosophy and techniques.

Assignment areas of this class may include the Patrol Section, Personnel and Training Unit, Traffic Control Unit, Criminal Investigations Section, Drug Enforcement Unit, Salem Community Action Team, Gang Response Team, and Community Support Unit. The work contains an element of personal physical risk involving the exercise of sound judgment in assessing human behavior, for handling emergency situations and in the resolution of day-to-day law enforcement problems. Supervision is received by first line supervisors and higher-ranking police personnel. Work activity and conduct is guided by laws, policies, training, specific assignments, or direct orders of a higher-ranking law enforcement position.

The work of this classification is distinguished from that of the Police Corporal by the absence on ongoing lead responsibilities over other sworn police personnel. The work is distinguished from other civilian classifications within the Police Department by the authority to arrest and detain members of the public and bear firearms in the course of duty.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class may not involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Patrols an assigned area of the city on foot, bicycle, motorcycle, 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. Provides resource 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.

Meets with members of the public, such as attending community meetings, to present public safety information, to inquire about community public safety concerns and to participate in joint problem solving efforts.

Performs other related work as required.

WORK QUALIFICATIONS

Entry level Officer:

Graduation from high school or possess a GED certificate. Ninety (90) credit hours from an accredited college or university (which includes a basic liberal arts curriculum) and/or full time work experience as a federal state, or local government law officer is desirable. Bi-lingual language skills are desirable. Must be 21 years of age at time of appointment. Must be U.S. citizen or obtain citizenship within one year of appointment.

Ability to complete departmental recruit training course and to gain eligibility for Basic Certificate issued by the Oregon Board of Public Safety Standards and Training.

Certified Police Officer

Possession of a valid Police Officer Basic Certificate from the Oregon Board of Public Safety Standards and Training or equivalent certification from the state of candidate's employment and recent work experience as a municipal, county, or state police officer.

Ability to complete departmental recruit training course.

Possess basic knowledge of law enforcement procedures, records and communication methods. Possess a basic understanding of the principles of community based policing.

Must possess the abilities and skills listed below.

All Police Officers must possess the following:

Ability to professionally and effectively respond to individuals and groups regardless of their demeanor with understanding, tact, and courtesy.

Ability to constantly project a professional image while managing changing demands on time, skills and resources.

Ability to make decisions necessary to safeguard life and property under stressful conditions.

Ability to acquire a knowledge of police techniques and procedures, investigative methods, evidence development and preservation, traffic and crowd control methods, and patrol procedures.

Ability to speak and write effectively, use modern communication equipment including radios, telephones, personal computers, etc.

Ability to acquire the skills necessary to make public presentations.

Ability to develop skill in the use and care of firearms.

Ability to remain flexible and adapt to changing circumstances, demands, and philosophies.

Ability to identify a problem or potential problem, secure the necessary relevant information, interpret and analyze the situation, evaluate alternative solutions, and render an appropriate judgment or decision, often under stressful circumstances.

Ability to develop positive interaction between the community and the police, and to effectively work together for a common purpose.

Ability to pass a comprehensive police background check, medical and psychological examination and meet vision and hearing standards established by Oregon Board of Public Safety Standards and Training.

Skill in the use of personal computers and keyboarding skills is desirable.

Possession of a valid Oregon Class C driver's license, and the ability to meet City driving standards.

Work is performed in a field setting with varying work hours including evenings, early mornings, weekends and holidays. Work is performed outside in all types of weather, in heavy traffic and involves operation of police car, other vehicles, radios, and computers. Work involves making appropriate decisions and courses of action in emotional situations and providing leadership to others. Work involves exposure to a variety of physical human contact situations involving a varying level of sanitary conditions with safety precautions. Work involves writing descriptions of occurrences and

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managing own time. The work is periodically rigorous and demanding, followed by periods of relative inactivity and contains an element of personal risk.

Personnel Director

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