

CITY OF PILOT ROCK

POSITION DESCRIPTION

Position: POLICE OFFICER

Duties: Performs law enforcement and crime prevention work including patrol and investigations; enforces federal, state and local laws, regulations, codes and ordinances. As Pilot Rock is a unique and neighbor oriented community, patrol officers work closely with the community and citizens in a community policing effort educating local citizens about ordinances and Oregon laws. Perform other duties as assigned.

Work

Examples. Patrol business and residential areas in the enforcement of traffic and criminal laws and ordinances, checks parking violations. Responds to a wide variety of radio calls including burglaries, juvenile complaints, family disputes, barking dogs and takes appropriate action. Picks up stray and unlicensed dogs.

Investigates accidents, deaths, criminal complaints and permits; makes arrests and issues citations when required; handles prisoners as called for by law.

Educates citizens of all ages about law enforcement, current laws and enhances the sense of community and pride within the city. Develops and maintains positive and helpful relations with citizens of all ages.

Prepare full and comprehensive reports on activities within jurisdiction. Appear in court as a witness and/or arresting officer. Performs minor first aid at scenes of accidents and directs traffic if necessary. Assists the public by answering inquiries regarding directions, laws and ordinances; aids stranded motorists; conducts vacation house checks; checks road conditions, street signs and street lights; gives other assistance to public as needed. Provides miscellaneous field services; assists other officers in their duties.

Qualifications: Ability to learn a considerable amount of factual material such as laws, statutes, regulations, ordinances and procedures and apply this knowledge on the job. Ability to understand sometimes-complex oral and written instructions and to act upon them accordingly. Ability to act affectively and calmly in emergency situations. Ability to operate assigned equipment skillfully and safely in accordance with applicable laws and regulations. Ability to

prepare clear, concise yet comprehensive reports. Ability to analyze situations quickly and objectively and determine a proper course of action to be taken. Ability to establish and maintain harmonious working relationships with other agencies, officials, other employees and to deal firmly but courteously with the public.

Physical strength and agility sufficient to perform the work as required and established by the needs of the police department.

Experience &
Training

A High School diploma or the equivalent GED certificate is required. Previous experience in law enforcement and/or college level law enforcement course work is desirable, but not required. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

Must be able to complete basic police certification within one year.

Necessary
Qualifications

Must be 21 years of age and be able to move within the residential requirements of the Police Department. Must be a U.S. Citizen and never have been convicted of a Felony. Possession of or the ability to secure possession of a valid Oregon driver's license. Employees in this classification are also required to be certified by the Department of Public Safety, Standards and Training within one year from the initial date of hire. If not certified the employee must attend and satisfactorily complete the Basic Police Academy provided by DPSST . Must be able to pass a written test and physical agility test, along with a medical exam and an extensive background check and possible psychological test.

Wages: \$3,181 and negotiable DOE