

POSITION TITLE: Patrol Officer
DEPARTMENT: Police
FLSA STATUS: Non-exempt
SALARY RANGE: 139
REPRESENTATION: Sandy Police Association

GENERAL POSITION SUMMARY:

In a patrol duty or other specialized assignment, maintain public peace and order, protect life and property, prevent crime, apprehend suspected violators of the law and otherwise assure the enforcement of State laws and City ordinances under the jurisdiction of the Chief of Police.

Department Patrol Officers are expected to perform conscientiously, proficiently, independently any and all assigned duties. The Sandy Police Department serves the public while recognizing the importance placed on law enforcement activities by the public and for tactful, respectful and courteous treatment of all individuals within the jurisdiction.

ESSENTIAL JOB FUNCTIONS

Essential competencies of this job are described under the headings below and may be subject to change at any time. 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. All applicants must have the knowledge, skills and abilities to perform all the essential job functions with or without reasonable accommodation.

- Read, write, speak and understand the English language with sufficient proficiency to communicate effectively in person, over police radios and via written reports and courtroom testimony
- Working knowledge of applicable state laws and local ordinances for effective enforcement of said laws and ordinances
- Ability to respond safely, effectively and efficiently to incidents and issues by driving a police vehicle safely in both emergency and non-emergency situations
- Investigate and write complete reports for all incidents that are legible, clear, credible and concise
- Work shift work, weekends, holidays; available for call out on all major incidents and crimes; overtime as needed
- Physically be able to control a person, including those resisting arrest by knowing, understanding and applying the appropriate use of necessary force
- Detail oriented, ability to observe, memorize and recall events, individuals and actions in order to maintain excellent reports and prepare for court
- Safe, appropriate use and care of department issued, or approved firearms as outlined in department regulations
- Develop and maintain detailed knowledge of City street system, County roads surrounding the City and geographical landmarks
- Performs basic mathematical calculations accurately and timely

- Participate in Court Process: Prepare for trial/hearings. Must be able to give testimony in a court of law without being subject to impeachment due to his/her honesty or veracity

(or opposites) or due to prior felony conviction. Be able to collect and present physical evidence, sworn statements and visual aids.

- Perform duties and maintain personal conduct, both on and off duty, attitude and appearance that conform to established strict policies, procedures and discipline within a para military chain of command system and organization. Conducts self at all times in an ethical manner maintaining composure and control under adverse conditions while being vigilant and ready to respond calmly and effectively in emergency situations. Analyzes complex and evolving situations with tact, courtesy, firmness and fairness; respecting the rights of all individuals while developing reasonable courses of action with due regard to surrounding hazards and circumstances.
- Establish and maintain satisfactory working relationships with other employees, public officials, the general public and community and government groups; occasionally speaking and conducting presentations on topics of public safety to them.
- Follow all safety rules and procedures established for work areas.
- Temporary Modifications to provide reasonable accommodations, or transitional work assignments, do not waive any essential functions of the job requirements.

AUXILIARY JOB FUNCTIONS:

Other Tasks as Assigned: Perform additional asks and duties as required by the Chief of Police that may include projects but not limited to; evidence room organization, firearms instruction and maintenance, equipment maintenance program, community outreach, etc.

Analyze and recommend improvements to equipment and facilities. Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY MINIMUM REQUIREMENTS:

Must be at least 21 years of age, a US Citizen, or actively becoming a US Citizen (DPSST requirement within 18 months of appointment). A high school diploma, GED or its equivalent is required. Possess and maintain, in good standing a valid Oregon driver's license. Must have good judgment, communication, and interpersonal skills as demonstrated by past work history and interactions with others.

SPECIAL REQUIREMENTS/LICENSES:

Must be able to obtain DPSST Basic Police certification within one year of hire, CPR/First Aid card and valid driver's license. Demonstrated ability to work collaboratively with others from outside agencies. Reflects the values and goals of Sandy Police Department.

DESIRABLE ATTRIBUTES:

Associate or Bachelor degree in relevant field of Criminology/Justice or equivalent from an accredited college or university.

Demonstrated abilities with Active Listening, Critical Thinking, Social Perception, Negotiation and Persuasion in addition to current Oregon law and Legal theory.

Bilingual – English/Spanish



JOB DESCRIPTION

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle in emergency and non-emergency situations. Duties involve the physical abilities to sit, stand, walk stoop, kneel, crouch, climb, run and move with sufficient physical agility to perform all police functions as evidenced by successfully completing ORPAT. Moving materials weighing up to 10 pounds on a regular basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required more than 75% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must be able to attain and maintain DPSST standards for physical strength, agility and flexibility as indicated by passing ORPAT.

WORKING CONDITIONS:

Work locations are primarily in traffic patrol vehicle and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Must be available for rotating shifts including weekend and holiday assignments.

SUPERVISORY RESPONSIBILITIES:

None

SUPERVISION RECEIVED:

Works under the general direction of the Sergeants who report via Command Structure to Chief of Police or their designee.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Ernie Roberts

Police Chief

Adopted: 10/2018, 11/22/2017, 04/19/2016, 11/1/2011, 12/31/18

This 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.

I have read and understood the functions, responsibilities, and requirements of this position.

Employee

Date