

# CITY OF MILTON-FREEWATER

## JOB DESCRIPTION

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POSITION TITLE: POLICE OFFICER  
POSITION STATUS: NON-EXEMPT  
BARGAINING UNIT: POLICE ASSOCIATION  
REPORTS TO: POLICE CHIEF AND/OR SERGEANT

### GENERAL STATEMENT OF DUTIES

Performs law enforcement and crime prevention work including patrol and investigation; enforces federal, state and local laws, regulations and ordinances. Does related work as required.

### SUPERVISION RECEIVED

Works under the direct supervision of the Police Chief or the Chief's designee.

### SUPERVISION EXERCISED

Supervision is not ordinarily a responsibility of this classification.

### TYPICAL EXAMPLES OF WORK

1. Patrols streets, commercial, and residential areas in the enforcement of traffic and criminal laws and ordinances; checks parking violations.
2. Responds to a wide variety of radio calls including burglaries, juvenile complaints, family disputes, barking dogs, etc., and takes appropriate action. Picks up stray and unlicensed animals, cares for and may dispose of.
3. Investigates accidents, deaths and criminal complaints; makes arrests and issues citations when required; handles prisoners as called for by law.
4. Prepares full and comprehensive reports on major activities within jurisdiction.
5. Appears in court as a witness.
6. Performs minor first aid at scenes of accidents and directs traffic if necessary.
7. Assists the public 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.
8. Provides miscellaneous field services; assists other officers in their duties.

### KNOWLEDGE, SKILL AND ABILITY

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 effectively 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 of the class as established by the police department.

### EXPERIENCE AND TRAINING

Graduation from high school or the equivalent GED certificate. 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 be substituted for the above.

### NECESSARY SPECIAL QUALIFICATIONS

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 Board of Police Standards and Training within 18 months from the initial date of hire. Must attend and satisfactorily complete Basic Police Academy provided by the Department of Public Safety Standards and Training (DPSST).