



## **JOB DESCRIPTION**

## **CITY OF SILVERTON, OREGON**

*This description, overview, and expectations do not constitute an employment agreement with the City of Silverton and are subject to change by the City as the needs of the City change.*

**POSITION TITLE:** Police Officer  
**DEPARTMENT:** Police  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** CBA  
**REPRESENTATION:** Silverton Police Officer Association (SPOA)

**GENERAL POSITION SUMMARY:** Police personnel, using a strong “community policing” approach, respond to requests for service and assistance from citizens, investigate crimes, use innovative problem-solving approaches, and create and maintain a community environment which discourages and prevents crime through crime control, crime prevention and fear reduction.

### **ESSENTIAL FUNCTIONS:**

- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols assigned areas, traffic enforcement, complaint and accident investigation, apprehension, and arrest of criminals, using own judgement in deciding course of action being expected to handle difficult and emergency situations without assistance; Works rotating shifts.
- Meets with concerned citizens, interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene. Provides court testimony.
- Prepares a variety of reports and records, including, reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent; Uses desk-top computers in the police facility and mobile data terminals in patrol vehicles.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

### **NON-ESSENTIAL FUNCTIONS:**

- Maintains assigned equipment and supplies.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
- Serves as a member of various employee committees.
- Performs other related duties as assigned.

**JOB SPECIFICATIONS:** The following requirements must be met for the position of Police Officer:

- 1) A citizen of the United States
- 2) At least 21 years of age at the time of employment.

- 3) Possess a high school diploma or GED.
- 4) Possess, or be able to obtain, a valid Oregon Driver's license.
- 5) Emergency response time for a Police officer requires reporting to work and being ready for duty within one (1) hour.
- 6) Must be able to work various shifts, nights, weekends, and holidays.
- 7) For laterals, a certified police officer with a minimum of one year experience as a police officer within the last two years.
- 8) Meet DPSST physical agility, reading and writing requirements, including visual acuity corrected to 20/20 (uncorrected no worse than 20/200), possess normal color discrimination and peripheral vision, have the ability to chase, apprehend and handcuff suspects, ability to use firearms and defensive tactics, ability to drive vehicles in emergency situations, and have the ability to work outdoors in all weather conditions.
- 9) The ability to qualify for Basic Police Officer certification from the Oregon Department of Public Safety Standards and Training (DPSST) within one year of employment (training will be provided)
- 10) Possess basic computer literacy and keyboard skills.
- 11) Be able to pass a thorough criminal background investigation.
- 12) Preference will be given to DPSST certified officers or certifiable officers who have attended the DPSST Academy and to graduates of an approved Oregon Reserve Police Academy.

**KNOWLEDGE REQUIRED:**

- 1) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment

**SKILLS AND ABILITIES REQUIRED:**

- 1) Ability to learn the applicable laws, ordinances, and department rules and regulations, and to exercise sound judgment in evaluating situations and in making decisions.
- 2) Ability to perform work requiring good physical condition.
- 3) Ability to communicate effectively orally and in writing.
- 4) Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.

**Working Conditions:**

Duties are primarily performed on patrol in an assigned geographical area where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia and crime scenes. Physical exertion is required to climb stairs, go over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas and sit for long periods of time during surveillance. Physical effort is required to lift materials, equipment and persons exceeding 50 lbs., and subdue combative persons. May experience disruption in sleep patterns as a result of rotating shift work.

*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.*

**Cory Mисley**

City Manager

Adopted: April 2024

***The City of Silverton is an Equal Opportunity Employer***