

Police Officer Duties

Job Summary - Independence Police Officer

Patrols city streets to control traffic, issues warning or citations as needed. Prevents crime or disturbances of the peace, and arrests or cite offenders. Investigates crimes and arrests and prosecutes offenders. Leads or assists with community efforts related to improving community livability.

Job Requirements and Specifications

Requires a working knowledge of Federal laws, Oregon State Statutes, City Ordinances, and applicable police procedures and practices. Must possess or achieve a BPSST Basic Police Certification within one year of appointment. Applicants must possess a high school diploma or GED certification and a valid Oregon driver's license. Must have good judgment and good communication skills. Applicants can have no felony, drug-related or turpitude offense arrest record. Excellent driving record preferred. Applicants must be at least 21 years of age and a U.S. citizen. Applicants must be physically fit to perform the duties of the position and must be physically fit to perform the duties of the position and pass the department physical fitness standards. Spanish-speaking ability, local Police experience and college education preferred. Applicants will be required to have and pass a psychological screening and a physical/medical examination, including vision and audiological exams, by a physician selected by the City.

Primary Duties

Patrols city streets to control traffic, prevent crime or disturbances of the peace. Arrests, cites or warns criminal or traffic offenders according to severity and nature of the offense. Maintains familiarity of city, notes suspicious persons or activities and investigates. Responds to complaints or requests for assistance as necessary. Conducts crime and accident investigations. Renders First-aid at accident scenes, as possible. Directs or re-routes traffic and crowds at scene of accident, fire or other disturbance. Responds to crime reports, provides assistance as back-up officer or detective on scene. Apprehends or assists in the apprehension of criminals and law breakers using discretion, and force, if required. Acts in public relations as required. Visits and inspects public establishments to ensure compliance with licensing requirements, or other regulations. Writes and files clear, complete daily reports including all activity, special crime, custody, property, traffic, vehicle and juvenile intake reports. Assists with and collaborates on reports as required. Work with computers to speed this process. Understand word processing programs and maintains moderate or better keyboard skills. Prepares cases for court according to established legal procedures and testifies before court or grand jury, as required. Works with community members to identify and eliminate root causes of crime. This requires collaborative work with numerous other services providers. Ensures the safekeeping of keys, records, evidence, cash and all assigned police equipment and other property. Performs other tasks and duties as necessary or assigned by the Police Chief or Patrol Supervisor.

Duties listed shall not be constructed as detailed description encompassing all job requirements.

Supporting Documents



[Application Form](#)



[Waiver for Background Check](#)

Police Officer Duties

Published on The City of Independence Oregon - Official Website (<http://www.ci.independence.or.us>)

Source URL (retrieved on 2015-03-05 00:08): <http://www.ci.independence.or.us/police/police-officer-duties>