



## Classification Specification City of Springfield, Oregon

*A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

### General Information

<b>Classification Title</b>	Police Officer
<b>Classification Code:</b>	POLOFC
<b>Effective Date:</b>	06/2003
<b>Pay Grade:</b>	220
<b>FLSA Status:</b>	Non-exempt

### Classification Summary

Under the supervision of a Police Sergeant or higher officer, enforces state and local laws and municipal codes, performing preventative community policing for culturally diverse neighborhoods, and responds to emergencies in an effort to protect life and property. May receive regular or collateral assignments to specialized police units or teams such as K-9, Detectives, Motors, School Resources, S.W.A.T., Major Acts Investigation Team, and Bike Patrol. Performs related duties as required.

### Distinguishing Characteristics

Police Officer is distinguished from Police Sergeant in that it does not require extensive experience and certification and does not function as supervisor or watch commander.

### Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Responds to life threatening emergencies, including violent crimes, medical emergencies, vehicle accidents, fires and disasters, and provides assistance in accordance with established procedures.
- 2 Investigates crimes; interviews victims, witnesses, and suspects; locates, seizes, and photographs physical evidence.
- 3 Pursues and restrains individuals as necessary; arrests suspects and wanted persons and assists with search warrants and follow-up investigations; transports and books in prisoners.
- 4 Performs community relations and crime prevention functions; speaks to area groups; may act as watch commander in the absence of a sergeant; participates in the training of recruits and reserve officers.
- 5 Provides emergency response in tactical situations by using knowledge of specialized weapons and tactics, negotiations, and team support; participates in non-criminal emergencies to include the location of lost children or disoriented persons, and search and rescue activities.
- 6 Patrol an assigned area on foot or by motorized/non-motorized conveyance.
- 7 Interacts with other law enforcement agencies in accordance with policy; testifies in civil, criminal, and juvenile courts; provides police service for special events.
- 8 Responds to calls for service to maintain or restore peace in the community; initiates crisis intervention, and offers public information and assistance.

Essential Duties	
9	Prepares written and/or typed reports of activities, including criminal information and administrative reports; writes affidavits and other reports so that warrants can be obtained; participates in briefings and debriefings to exchange information.
10	Conducts self at all times in a manner which does not bring discredit on the Department, maintains high integrity, and remains free from involvement in unlawful activities, both on and off duty.
11	Deals with persons who have behavior problems, intoxicated, on drugs, mentally unstable, etc., and with upset or angry people. Attempts to calm, de-escalate, and explain procedures, and get their cooperation.
12	Observes motorists to detect violations, unsafe or erratic driving, and conducts traffic stops on violators; runs driver information; administers field tests.
13	Work rotating shifts, and irregular hours, holidays, weekends, and overtime, as required.
14	Actively supports an inclusive and respectful work environment.

Qualifications
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>
<p><b>Training &amp; Experience: In accordance with OAR 259-008-0010, all Police Officer applicants must:</b></p> <ul style="list-style-type: none"> <li>• Have earned a high school diploma from an accredited school or G.E.D. certificate; and</li> <li>• Be a United States citizen or attain citizenship within 18 months of hire;</li> <li>• Be 21 years of age or older at time of hire; and</li> <li>• Have no convictions that could have resulted in a sentence to a federal or state penitentiary (i.e. felony convictions), or misdemeanors directly related to position; and</li> <li>• Meet minimum physical and psychological requirements as determined by a physician, including but not limited to, visual acuity, color vision, depth perception, peripheral vision, night blindness, and sufficient hearing, with or without amplification device(s), to perform essential tasks without posing a direct threat to themselves or others.</li> <li>• Applicants are also required to meet at least <u>one</u> of the following criteria: <ul style="list-style-type: none"> <li>❖ Be an Oregon DPSST certified police officer; or</li> <li>❖ Be a graduate from a police reserve academy in the State of Oregon with a minimum of 320 DPSST certified training hours; or</li> <li>❖ Have a minimum of 90 quarter credit hours or 60 semester hours from an accredited college or university; or</li> <li>❖ Be a police officer from another state, with at least one year of paid experience and the ability to obtain certification through the DPSST Career Officer Development Course; or</li> <li>❖ Served 2 years active duty with U.S. Armed Forces with honorable separation.</li> </ul> </li> <li>• <b>POLICE EMPLOYEES HIRED AFTER JUNE 1986 MUST REFRAIN FROM THE USE OF TOBACCO PRODUCTS WHILE ON DUTY. This is a condition of employment.</b></li> </ul> <p><b>Licensing and/or Certification Requirements:</b></p> <ul style="list-style-type: none"> <li>• Successful completion of the State of Oregon DPSST Basic Course, including the field training portion, within twelve (12) months from the date of appointment as a regularly employed officer; or out-of-state certification that is approved by the Oregon DPSST.</li> <li>• Pass Criminal Justice Information Services (CJIS) background requirements</li> <li>• Possession of or ability to obtain a Law Enforcement Data System (LEDS) certification within three (3) months of hire, and renewal every two (2) years;</li> </ul>

## Qualifications

- A valid State of Oregon Driver's license at the time of appointment and ability to maintain.

### Knowledge Required:

- Inclusive and respectful work place practices;
- Role of public safety in the community;
- Value of law and its enforcement;
- Basic mathematics;
- English language and writing techniques

### Skills Required: *(Demonstrated skill in performing the following)*

- Demonstrating commitment to maintaining a respectful and inclusive work environment;
- Learning Springfield Police Department procedures and methods;
- Learning the geographic characteristics of the City as they relate to street, building, and business locations;
- Remembering names, facts and details of incidents;
- Serving as a credible witness in court appearances;
- Learning and becoming proficient in the use of police equipment, including vehicles, firearms, radios, batons, chemical agents, radar devices, computers and other specialized equipment;
- Applying the physical strength and endurance necessary to perform the duties of the position;
- Communicating effectively with individuals and groups;
- Dealing effectively with persons who display a wide range of behavior;
- Conducting investigations according to established procedures;
- Analyzing situations, making decisions, and responding quickly;
- Coping with stress;
- Participating in the training of co-workers and reserves;
- Learning leadership skills, and to act in a supervisory capacity;
- Functioning as a team member in tactical and non-tactical situations;
- Concentrating while shifting attention quickly from one subject to another;
- Composing accurate and comprehensive reports, and typing sufficiently to perform the duties of the position;
- Performing assigned duties in a safe manner;
- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Ability to develop and maintain positive and effective working relationships and to interact harmoniously with co-workers, other agencies, and the public.

## Physical Requirements

In the performance of job duties, the employee is frequently required to sit, talk, and hear, stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to climb, including stairs and ladders; balance, stoop, kneel, crouch, bend, reach, or crawl; smell; run short and moderate distances in foot pursuit; jump and dodge obstacles; lift and carry objects and people; drag and pull objects and people; push/pull heavy objects; use short and moderate duration force with subjects; use restraining devices; use restraining/control holds; and use hands/feet for self-defense.

The employee may occasionally be required to engage in physically combative confrontations with resistant and violent individuals in order to subdue them.

## Physical Requirements

The employee may exert 100+ pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly. Specific vision abilities required by this job include close, distance, color and peripheral vision as well as depth perception and the ability adjust focus. Specific hearing abilities include the ability to hear changes in frequencies, radio transmissions, and identify abnormal equipment noises.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as cameras, calculators, vehicles, computers, laptops, firearms, alternative weapons, defensive tactics, etc.

Specific physical requirements are established by the Oregon Department of Public Safety Standards and Training. See <http://www.oregon.gov/dpsst/SC/pages/cjforms.aspx> (F-2 & F-2A Medical Examination Form).

## Classification History

2016.09 – Reformatted and modified by Human Resources

2023.06 – Reviewed by Professional Standards Office