



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

FLSA Status : Non-Exempt  
Bargaining Unit : GPPA

### POLICE OFFICER

#### **CLASS SUMMARY:**

The Police Officer is the first level in a four level Public Safety Sworn Series. Police Officers work both independently and cooperatively to provide pro-active police protection and crime prevention consistent with community policing objectives. Incumbents ensure the safety of the community in an orderly, efficient, and professional manner, and conduct investigations of crimes which lead to identification, apprehension, and prosecution of criminals.

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#### **CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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**ESSENTIAL CLASS DUTIES:** All officers perform the following essential functions. Time devoted to each of these functions may vary according to assignment, shift, or departmental needs.

- Detects and deters crime through community education, problem-solving law enforcement, and presence in assigned areas using a motor vehicle or on foot.
- Initiates vehicle stops of motorists for traffic law violations and takes appropriate enforcement action.
- Investigates local, state and federal crimes and traffic collisions by interviewing victims and witnesses to gather detailed information, interviewing and interrogating suspects in accordance with legal requirements, determining appropriate actions to take, and apprehending and arresting suspects.
- Prepares detailed reports, affidavits, and search warrants; participates in preparing cases for trial; and testifies in court proceedings.
- Provides community service in the areas of mediation, traffic control, and civil disputes.

***Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.***

- Responds to calls for service, determining if response is emergent or non-emergent.
  - Collects and processes physical evidence and intelligence by methods to include surveillance, drug testing, photography, video/audio recording, fingerprinting and use of a computer.
  - Operates a motor vehicle safely and lawfully in all driving situations.
  - Operates firearms, Tasers and baton properly, safely and legally in performance of duties.
  - Makes independent decision regarding the appropriate course of action in a variety of situation, to include use of force, following department policy, standards and training.
  - Delivers excellent customer service to diverse audiences and maintains effective working relationships.
  - Performs other duties of a similar nature and level
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**Training and Experience** (positions in this class require):

- A high school diploma or equivalent (G.E.D.), and 1 year of work experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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**Licensing Requirements** (positions in this class require):

- Valid driver's license, with ability to obtain an Oregon Class C Driver's License within 30 days of employment
  - DPSST Basic Police Certificate following completion of training, within 12 months of employment
  - Law Enforcement Data System Certificate within 60 days of assignment
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**Knowledge** (positions in this class require):

Knowledge of:

- Essential duties to maintain and meet all qualifications, skills and requirements of the Police Officer classification;
  - Training and certification requirements and ability to meet and maintain all requirements;
  - Various law enforcement techniques and procedures;
  - Basic investigative techniques;
  - Safe and efficient operation of a motor vehicle or other assigned motorized equipment;
  - Safe and efficient operation of assigned equipment and tools;
  - Defensive tactics and proper application of said tactics;
  - Streets, businesses, schools and other points of interest within the City limits and surrounding areas;
  - City and department policies and procedures; and,
  - Applicable Federal, State, and local laws, rules and regulations.
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**Skills** (positions in this class typically require):

Skill in:

- Collecting, processing, and evaluating complex information;
  - Providing instruction and guidance to a diverse group of individuals;
  - Communicating effectively in writing;
  - Communicating effectively verbally, including during situations which may be stressful;
  - Resolving conflict and situations by making appropriate decisions in highly stressful, rapidly deteriorating, and violent situations;
  - Prioritizing work load, managing multiple tasks, and coordinating with other law enforcement agencies, service agencies, and departments;
  - Coping with competing and changing priorities;
  - Using a computer and related software applications with the ability to adapt to new technologies and procedures;
  - Appropriate and independent decision making;
  - Being flexible, adaptable and creative to solve problems;
  - Safely operating a police vehicle in a pursuit situation and use of safe driving techniques;
  - Operating and using a variety of police tools in a safe and effective manner, such as police radios, various types of weapons and defensive tools and other specialized equipment;
  - Building and maintaining effective working relationships with the public, fellow employees and other agencies; and,
  - Communication and interpersonal skills as applied to interaction with coworkers, supervisors and the general public, sufficient to exchange or convey information and receive work direction.
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**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting. Incumbents must maintain a sufficient level of physical fitness and agility to pass the annual agility test.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, disruptive people, threatening environment, and travel.

Regular attendance and punctual employee presence is required. Incumbents will be required to work overtime, shift work and may be subject to callback. Employees must live within a 45-minute drive of the city-limits as it exists within the Urban Growth Boundary by the end of the trial service period.

Incumbents must meet the physical standards set forth by DPSST (OAR 259-008-0000 etal.), be 21 years of age at the time of hire, and establish citizenship within 18 months of hire.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

A detailed background investigation as set forth by DPSST, including a criminal history check, psychological fitness evaluation, and drug screen are required.

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**Classification History:**

Adopted by Council Resolution

Revised November 9, 2007; January 23, 2017, June 22, 2018