

**ORGANIZATION:** City of Sherwood  
**LOCATION:** Sherwood, Oregon  
**DEPARTMENT:** Police  
**FLSA STATUS:** Non-Exempt  
**JOB TITLE:** Police Officer

**DATE:** 2010

**PURPOSE OF POSITION:**

As a certified police officer, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. Oversee police program areas that may require additional specialized training.

**ESSENTIAL JOB FUNCTIONS:**

Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles.

Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions. Direct traffic at accident/crime scenes as necessary. Perform CPR/First Aid as necessary.

Maintain written records and prepare reports regarding investigations, which are reviewed by supervisor and used for crime prevention, prosecution and office activities. Testify in court as necessary.

Conduct preliminary case/incident investigations and related follow-up activities; gather and preserve evidence; interview and take statements from victims and witnesses; interrogate suspects; and, prepare related reports and logs.

Maintain effective working relationship between adjacent law enforcement agencies. Provide assistance and back-up as requested. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

Perform crime prevention activities that include surveillance patrols and dissemination of information to the public. Participate in public relations programs that may include speaking to citizen and school groups, and public service efforts.

Make arrests; conduct searches; transport and release prisoners.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain department issued equipment. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions. Equivalent to high school graduation and completion of DPSST Basic law enforcement training and state certification.

#### **SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES:**

- Must be at least 21 years of age
- Must be a U.S. citizen
- Must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis)
- Must not have any discharge less than honorable from any branch of the military
- Must possess a valid driver's license with acceptable driving record
- Must attend and successfully complete the Police Academy and have possession of DPSST Basic certificate required within one year of appointment
- Must pass all phases of the examination process, including an oral and written exam, background investigation, psychological test, physical and agility testing

**DESIRABLE REQUIREMENTS:** Previous college-level training or additional experience in law enforcement. Knowledge of the community and surrounding area. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS General level certification, etc. Bi-lingual (Spanish/English).

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

**WORKING CONDITIONS:** Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back. Must be available for rotating shifts including weekend assignments.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of a Police Sergeant.