

<b>ORGANIZATION:</b>	<b>City of Canby</b>	<b>DATE:</b>	<b>January 2013</b>
<b>DEPARTMENT:</b>	<b>Police</b>	<b>UNION:</b>	<b>Canby Police Association</b>
<b>TITLE:</b>	<b>Police Officer – Detective Assignment</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

**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. Perform specialized police work in investigations of crime and the detection and prevention of violations of the law. Prepare reports detailing information obtained. Serve on Multi-Disciplinary Teams and assist other law enforcement agencies on joint police activities.

**ESSENTIAL JOB FUNCTIONS:**

Conduct preliminary case/incident investigations and related follow-up activities. Investigate alleged crimes involving narcotics and/or against persons or property. Question/interrogate complainants, witnesses and suspects and prepare related reports and logs. Review available data for possible value in solving cases. Conduct surveillances. Obtain written and/or tape-recorded statements, depositions, or admissions.

Coordinate activities with other agencies, task forces and law enforcement jurisdictions to maintain necessary working relationships to facilitate exchange of information. 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.

Gather, store and disseminate criminal intelligence information, e.g. gang or drug activity.

Analyze criminal cases following arrest and charging of a suspect. Locate and interview those individuals listed on defense witness lists. As requested by prosecuting attorney, assist in case review or plea bargaining negotiations with defense counsel.

Search crime scenes for and secure and preserve evidence in accordance with established procedures to ensure proper chain of custody. Prepare, submit and follow-up on crime laboratory requests.

Maintain records and prepare detailed reports of activities and investigations made, which may be reviewed by supervisor and used for crime prevention, prosecution and office activities. Discuss information with prosecutors and prepare case reports for court action. Obtain, enhance, prepare and/or present exhibits or other evidence in court as required. Testify in court as necessary.

Conduct OLCC background investigations for initial business liquor licensing and renewals.

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 traffic accidents, major crimes, civil complaints, thefts, burglaries, assaults, family disputes, etc. Investigate and take appropriate actions. Direct traffic at accident/crime scenes and perform CPR/First Aid as necessary.

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.

Aid stranded motorists, conduct vacation house checks and welfare checks. Check road/street signs and report defects or problems. Assist the public as needed.

Make arrests; conduct searches; transport and release prisoners.

Perform other projects, functions, and tasks, as assigned.

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:** May perform duties of a police officer in undertaking patrols of City areas. 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, use of informants, proper methods of securing, handling and preserving evidence, court proceedings, federal, state and local laws, report writing, firearm use and safety precautions. Ability to understand complex oral and written instructions and act upon them accordingly; speak and write clearly and effectively, prepare clear, comprehensive, objective reports; operate assigned equipment and vehicles skillfully and safely; analyze situations and problems quickly and objectively to determine course of action. Must possess a valid driver's license with acceptable driving record.

Equivalent to high school graduation and completion of DPSST Basic law enforcement training and state certification; plus additional specialized training equal to two years of college in police science, law enforcement, criminal justice or related field and over four years experience as a sworn officer, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES:**

Must be a U.S. citizen at least 21 years of age. 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 pass all phases of the examination process, including an oral and written exam, background investigation, psychological test, physical and agility testing

Honesty and Integrity are two of the most important attributes that a police officer must possess. Officers shall conduct themselves so as not to impair their working relationship with other employees or with the public, so that confidence in the police service is secured and maintained. These two attributes are essential job qualifications to remain employed as a police officer. These are core expectations as a condition of holding certification as a police officer in the state of Oregon, as required by the Department of Public Safety Standards and Training (D.P.S.S.T.)

Any deceptive action may permanently destroy an officer's credibility; which makes the officer both inefficient and otherwise unfit to render effective service. This will negatively impact an officer's ability to perform essential key functions of their job such as providing testimony in a court of law, other legal proceedings, or in an internal affairs investigation. Such conduct will not be tolerated.

**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. Bilingual (Spanish/English/Russian).

**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, including a police motorcycle if assigned to the Traffic Team. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

be required to move adults weighing up to 200 pounds on an infrequent basis. Equipment worn typically weighs in excess of 25 pounds. 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. Must have physical strength and agility to sufficiently perform the duties of this position.

**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. Material viewed by Detectives may be offensive, sexual in nature, disgusting, hateful or otherwise unpleasant. Position is subject to 24-hour emergency call-back. Must be available for rotating shifts including weekend and holiday 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. May be required to assume responsibility of a shift when so assigned by Police Administration.

**SUPERVISION RECEIVED:** Works under the general supervision of a Police Sergeant or an officer of higher rank who assigns work details and reviews work for conformance to departmental rules and regulations.