

**POLICE OFFICER**

FLSA Status: Covered  
Union Representation: Portland Police Association

**Class Summary:**

This is full performance law enforcement and crime prevention work. Employees occupying positions of this class are responsible for the protection of life and property through enforcing statutes and laws; rendering emergency assistance to the public in a wide variety of situations; performing standard crime and accident prevention duties; serving arrest warrants; dispatching police services; issuing citations for violation of city ordinances and state statutes; identifying and recovering stolen property; investigating traffic crashes and initial investigation of crimes; deciding whether to arrest or not, as well as when to use physical force or deadly physical force. Work involves an element of personal danger and incumbents are responsible for enforcing statutes and laws with minimal supervision. Work is occasionally reviewed while it is being performed but is primarily reviewed by a supervisor who reads reports and evaluates results of completed work. During their probationary period, officers receive classroom and on-the-job training related to police work applying these to work situations. They are transferred from Divisions to Precincts; details within these; and from one shift to another at two-week to four-month intervals to acquaint them with various aspects of work within the bureau. Throughout this period, officers perform the full range of Police Officer duties under the immediate supervision of an experienced Police Officer or higher graded person.

**Examples of Work:**

Patrols a designated area of the city in a police patrol vehicle or on foot to deter and discover crime and enforce traffic ordinances; does on-the-scene investigations of incidents, aids persons in trouble, and renders other public services as needed, and makes referrals to other public or private services or agencies as appropriate.

Issues citations to violators of city ordinances and state statutes; serves warrants of arrest; arrests persons on misdemeanor and felony charges; handcuffs and searches arrested persons and secures their custody and property; completes necessary reports concerning the alleged crime, the circumstances of arrest, evidence obtained, and the names of witnesses, victims, complainants, reporting persons, and suspects.

Responds to reports of possible crime and takes initial action as situation requires to secure the scene; administers emergency first aid; interviews available victims, witnesses, and suspects; gathers evidence and arrests suspects; completes incident and arrest reports; investigates persons suspected of being engaged in crime; ascertains and secures evidence pertaining to alleged crime; arrests suspects based on probable cause; and requests specialized assistance as needed.

Responds to automobile crashes; administers emergency first aid and summons necessary assistance; interviews drivers, passengers, and witnesses; makes general drawings of accident scenes, noting details and completes standard crash report; issues citations or makes arrests as situation warrants.

**Examples of Work:** (continued)

Performs traffic enforcement duties, including traffic stops, investigation of traffic violations and traffic crimes, arrests of drivers or passengers who have committed crimes, towing and inventory-searching of vehicles. Investigates and assists drivers in stalled vehicles and summons necessary assistance; assists pedestrians, bicyclists, or other citizens who appear to be hurt or in trouble; interviews persons with complaints or inquiries, gives information on laws and ordinances, and attempts to resolve the problem or to direct them to proper authorities.

Investigates family disputes and reports of maltreatment of children; takes suspects into custody, as needed, or refers them to appropriate agencies, such as juvenile and medical authorities. Investigates reports about missing persons and children.

Performs guard duty in court or serves as bodyguard to public officials or threatened persons; transfers prisoners to jails and medical facilities if needed; testifies in court.

Develops contacts to obtain information about crime; maintains contact with paroled criminals and suspects at large.

Performs specialized duties depending upon individual officer's background, training, and abilities and the needs of the bureau.

Broadcasts and receives messages via radio(voice) and Mobile Data Computer (MDC); maintains contact with field units; asks for assistance and additional help when appropriate due to incident type and scope.

**Not all the work performed is specifically described. Not all tasks are done at all work locations.**

**Knowledge, Skills and Abilities:** (At time of appointment)

Skill in analyzing situations quickly and objectively to recognize actual and potential dangers and to determine proper course of action.

Skill in reading and understanding laws, ordinances, rules and regulations

Skill in coping with stress situations firmly, tactfully, and with respect for individual rights.

Skill in communicating clearly, verbally and in writing.

Skill in establishing and maintaining effective working relationships with fellow employees and with citizens from varied racial, ethnic, and economic backgrounds.

Skill in developing skill in the use and care of a variety of firearms.

Skill in learning and using investigative techniques and procedures.

Skill in observing and remembering detail.

Skill in learning to drive light duty passenger vehicles skillfully.

Physical strength and agility sufficient to perform the work of the class.

**Special Requirement:**

Possession of a valid state driver's license.

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**Class History:**

Adopted: 08-19-75 Updated: 01-11-08

June 2009 - Change Job Class number from 5128 to 30000297, due to system change.