

	<b>City of Toledo</b> Police Officer Job Description	
	<b>Salary Range:</b> \$4,708-\$5,658/month; depending on qualifications	<b>Department:</b> Police Dept.
	<b>Classification:</b> FLSA Non-Exempt	<b>Supervisor:</b> Police Chief
	<b>Representation:</b> Toledo Public Safety Association	<b>Location:</b> Police Department

### General Roles and Responsibilities

The Police Officer is responsible for serving and protecting the community of Toledo by receiving calls and responding to them promptly. This position conducts law enforcement, crime prevention, and investigation activities relating to criminal law enforcement within the City's enforcement area. Conformation to laws, policies, rules, and regulations is a critical aspect of this role.

### Supervision Received and Exercised

- Works under the general direction of the Police Sergeant and Chief of Police

### Knowledge and Skills Required

#### Minimum Education

- High school diploma or equivalent General Educational Development (GED)

#### Experience

- No experience is required

#### Certifications/Licenses

- Valid Oregon Driver's License or ability to obtain one upon acceptance of the position
- Within one (1) year of employment:
  - Basic Level Department of Public Safety Standards and Training (DPSST) Certification
  - Cardiopulmonary resuscitation (CPR)/automatic electronic defibrillator (AED)/First aid
  - Firearms
  - Defensive Tactics
  - Emergency Vehicle Operations Course
  - Law Enforcement Data System (LEDS)
  - Criminal Justice Information Services (CJIS)

*Lateral position with DPSST certification and National Incident Management System/Incident Command System certification are desirable.*

#### Knowledge of:

- Administrative procedures, pertinent federal, state, and local laws and ordinances

- Modern police methods, procedures, and practices, including investigation and fingerprinting techniques, traffic patrol and safety within one (1) year of employment
- Records and reports required in the administration of the modern police department within one (1) year of employment
- Proper use of police equipment, such as handguns, rifles, tasers, oleoresin capsicum (also known as OC or pepper) spray, batons and handcuffs within one (1) year of employment
- Specialty software including LEADS within one (1) year of employment

Skill & Ability in:

- Conflict Resolution
- Typing
- Microsoft Word and Excel software
- Independent judgment
- Common Sense
- Verbal and written communication
- Working effectively with other officials, employees, and the general public.
- Treating others with compassion, consideration, and professionalism
- Understanding and following oral and written orders
- Handling extreme stress and making immediate decisions regarding life and property

**Primary/Essential Responsibilities**

Patrol

- A. Patrols roads, highways, businesses, and residential areas.
- B. Enforces criminal laws, county, and city codes.
- C. Responds to calls for service.
- D. Provides assistance to neighboring agencies.

Conducting Investigations

- A. Conducts criminal and traffic investigations.
- B. Conducts interviews and interrogations.
- C. Identifies, collects, and processes evidence.
- D. Applies policy and procedure outlined in the Oregon Revised Statutes, US Constitution, Bill of Rights, Toledo Municipal Code and department policies to police investigations.
- E. Makes a determination as to the outcome of investigations.

Community Service

- A. Acts as ambassador of the Toledo Police Department.
- B. Informs the public and answers inquiries regarding laws, ordinances, rules, and regulations.
- C. Able to maintain composure and professionalism when faced with abusive, violent, and threatening individuals.
- D. Serves as a liaison to the community and a community caretaker.

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

**Working Conditions**

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work locations include all types of indoor and outdoor environments; exposure to a variety of environmental conditions, including varying and extreme weather conditions is typical.

A high risk of personal injury exists if safety practices are not observed and exposure to potentially dangerous situations occur constantly. May be exposed to biohazards, communicable diseases, or hazardous materials, which require wearing personal protective equipment appropriate for the situation; the environment must be continually assessed as it relates to personal safety. When responding to emergencies, risk of physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs, and drug paraphernalia is present.

Physical Requirements: Manual dexterity is required the majority of the work period. Lifting or moving up to 60 pounds is required daily; lifting or moving over 60 pounds is sometimes necessary. Frequent sitting, standing, bending, kneeling, stooping, communicating, reaching, and manipulating objects is necessary. Physical exertion may be required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, and kneel in confined areas. Dealing with violent and combative individuals, which requires considerable physical effort, may be necessary. Long periods of minimal physical activity with sudden or unexpected strenuous physical exertion occur. Driving is frequently required and approximates 30 hours of working time each week.

The work schedule is mostly stable and does not fluctuate without prior notice, yet an on-call status and overtime may be required. This position is subject to 24-hour call backs for emergencies. Out-of-town travel may be necessary for trainings.

**Successful Applicants must pass**

- Police Officer Selection Test
- Oregon Physical Agility Test
- Oral Board
- Chief's Interview
- Criminal Background Investigation
- Psychological Assessment
- Physical Exam

**Additional Information**

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

Essential competencies of this job are described under the headings above. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

**Revised:**

**Adopted: July 1, 2020**