



Umatilla Police Department

Job Title:	<i>Police Officer</i>	
Reports To:	<i>Police Sergeant</i>	
Department:	<i>Police Department</i>	
Location/Base:	<i>Police Department</i>	
Full-time		Nonexempt

Job purpose

The Police Officer position performs general law enforcement and crime prevention work that includes patrolling designated areas, investigating criminal matters and enforcing federal, state and local ordinances. Work is generally performed under the direct supervision of the Sergeant who assigns and reviews work for conformance to laws, departmental policies and procedures.

Duties and responsibilities

The primary job duties and responsibilities listed are illustrative only and are not all inclusive of this position.

- Required to patrol streets, businesses and residential areas to enforce traffic laws, criminal laws and city ordinances.
- Required to respond to calls which may include major crimes, civil complaints, thefts, assaults, family disputes, juvenile complaints and other service related instances and take appropriate action to remedy those situations.
- Maintain written records and prepare reports necessary for accidents, criminal investigations, crime prevention, prosecution and other department requirements.
- Investigate traffic crashes which include checking for injured persons, administering emergency first aid and controlling the crash scene to ensure the safety of all persons.
- Conduct investigations and interrogations by gathering evidence and taking statements of victims, suspects, witnesses, bystanders, and any other persons who may be involved in the situation.
- Serve criminal warrants, court orders, subpoenas and testify in court matters as needed.
- Assist disabled motorists and provide information and direction to the public in a professional manner.
- Perform crime prevention activities which may include surveillance patrols and dissemination of information to the public.
- Make arrests, book, search, transport and release prisoners.
- Provide specialized police duties which may involve assignments to special units on a short- or long-term basis.
- Maintain proficiency in the use of police related equipment which includes firearms and motor vehicles.

- Participate in public relations programs which may include speaking to large and small groups of adults and children.

Qualifications

Qualifications include:

- Knowledge of applicable Federal, State and local laws and ordinances
- Knowledge of adult and juvenile judicial procedures
- Knowledge of department policy and procedures
- Ability to communicate both orally and in writing in English
- Ability to understand and appropriately act on English oral and written instructions.
- Ability to make decisions quickly based on the knowledge and training available
- Prepare complete, accurate forms and reports
- Deal tactfully with the public in a courteous, respectful manner
- Maintain effective working relationships with other employees, supervisors, other city departments, other law enforcement agencies and the general public
- Ability to adapt to changing situations and priorities

Working conditions

This job requires a person to work in special working conditions such as various hours of work, including weekends and holidays. Other special working conditions may include a range of circumstances from regular evening and weekend work, shift work, working outdoors and working with challenging and potentially violent clients and situations.

Physical/Special requirements

- At times, this job can be physically demanding and may be required to carry, drag or restrain individuals from 50-300 pounds and lift in excess of 50 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be 21 years of age and a U.S. citizen.
- Must have any combination equivalent to graduation from high school or GED program.
- Must pass a written test, oral interviews, medical physical exam and psychological exam.
- This position requires police officer certification through the Department of Public Safety Standards and Training (DPSST) within eighteen (18) months of appointment.
- Must have a safe driving record and possess a valid driver’s license.
- Must reside within 60 minutes of the Umatilla city limit boundary.
- Must be able to pass an extensive background check that includes criminal, financial and character checks.

Direct reports

Although supervision is not normally a responsibility of this position, Police Officers may be requested to provide work guidance and/or training to other personnel.

Approved by:	<i>Chief Darla Huxel</i>
Date approved:	<i>01-27-2022</i>
Reviewed:	<i>01-27-2022</i>