

POSITION DESCRIPTION

SUBMISSION DEADLINE: FRIDAY, DECEMBER 7, 2018, 5 P.M.

<u>Job Title:</u>	Patrol Police Officer
<u>Pay Classification:</u>	Full-Time position at Range P39 (\$4,245 - \$5,418 per month)
<u>Department:</u>	Police
<u>Supervision:</u>	Works under the direct supervision of a shift sergeant
<u>Position:</u>	Regular Full-Time. Shifts may vary depending on department schedules and needs. Work hours will involve day and night shifts, weekends and holidays.
<u>Position Summary:</u>	To protect life and property, control and arrest offenders of the law, handle disturbances of the peace and prevent crime.

DUTIES AND RESPONSIBILITIES

- **Respond and Manage Emergencies:** Responds to calls for service in accordance with department policy, accessing the situation, controlling the scene and rendering aid. Deploy needed resources, complete investigation as needed, and reestablish normalcy. Use protective equipment to protect from infectious diseases.
- **Provide Public Services:** Responsible for handling walk-in complaints and reports, sex offender registration, and citizen fingerprinting. Participates in public education programs/activities, community problem solving projects. Must provide visible patrols for public access, offense deterrence and detection and traffic enforcement; mediates and resolves domestic disturbances, suspicious person's situations, and civil disputes; assists disabled persons, conducts welfare and security checks; and makes death notifications. Provides first aid and assists in emergency rescues.
- **Conduct Investigations:** Detects and determines offenses, to include jurisdiction/venue; identifies and secures crime scenes; identifies involved/affected persons and needed resources; collects and processes evidence; identifies and seizes contraband; photographs/diagrams crime scenes, collects evidence and intelligence; maintains confidentiality; conducts surveillance; completes and assembles documentation, obtains search and arrest warrants, executes and serves warrants. Understands and complies with constitutional law requirements, particularly under the Fourth Amendment.
- **Makes Custodial Arrests:** Makes probable cause arrests, juvenile custody detention, detoxification holds, mental commitments and assists in citizen arrests; uses proper force and applies restraining devices; conducts pat-down and in-custody searches; transports persons in custody; conducts booking procedures and conducts searches and seizures; issues citations in lieu of custody and makes proper notifications.
- **Participates in the Court Process:** Prepares for trial/hearings; gives testimony; presents physical evidence and visual aids.
- **Operates Vehicles:** Checks vehicle for safe and lawful operation, necessary emergency equipment and associated other supplies; checks vehicle for weapons or contraband; operates a two-way radio and other emergency equipment; operates the vehicle under routine conditions, emergency conditions and in adverse weather.

- **Uses and Maintains Equipment:** Operates and maintains firearms, body armor, impact weapons, chemical agents, portable radios, restraining devices, lighting/vision equipment, first aid supplies, safety/hazardous material equipment, radar, photographic equipment, traffic cones and flares, evidence gathering equipment, intoxilyzer, computers, riot gear, and audio-visual equipment.
- **Environmental Factors:** Must be able to work in a variety of environmental conditions. Work includes both indoor and outdoor conditions in both light and darkness. Outdoor work may include standing for long periods or walking, running, jumping or physical exertion in hot weather, rain, snow, ice or other slippery conditions, and in the ocean surf. Indoor work may include standing or sitting for extended periods. It may also include climbing or jumping. Indoor work includes work in offices, as well as residences, businesses, warehouses and other indoor Conditions.
- **Other Tasks as Assigned:** Perform other tasks and duties as required by the Chief of Police that do not require physical exertion.

EXPERIENCE, EDUCATION AND TRAINING REQUIRED: Must be able to obtain Department of Public Safety Standards and Training certification as a police officer within one (1) year of hire. In accordance with OAR 259-008-0010 successful applicants must meet the following: US Citizen, 21 years of age (minimum), no felony convictions and possess a High School Diploma or GED. An associate degree or a like number of hours in related disciplines or prior life experience is preferred. Must have good judgment, communication, and interpersonal skills.

APPLICATION PROCESS: Complete the Seaside Police Department personnel application form and submit it by the time specified. A written DPSST exam demonstrating twelfth grade education is required. An oral interview will be conducted for applicants who possess the minimum qualifications. Applicants receiving a conditional offer must pass a psychological examination, physical fitness test, medical examination, urinalysis and background investigation.

RESIDENCY REQUIREMENT: Successful candidates must reside no more than 30 minutes from the Police Station within 6 months of start date.

Salary: Regular full-time position @ Range P39 Step 1 (\$50,940 – \$65,016 per annum) + benefits. Interested parties may obtain applications through the Human Resource Department located at Seaside City Hall, 989 Broadway, Seaside, Oregon 97138. **Submit application, letter of interest and resume, via email (hr@cityofseaside.us), to Human Resources, City of Seaside, no later than Friday, December 7, 2018 at 5 p.m. Applications may also be submitted in person to City Hall, but method of submission is preferred to be electronic.**

This is a Public Safety Association Represented Position.

The statements contained herein reflect typical details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Individuals must be able to perform the essential functions of the job in all areas of the city, and outside the city in an emergency, in the absence of a supervisor and without assistance, or until assistance is able to respond to the location.