



# City of Baker City, Oregon

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## CITY OF BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

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**Classification**

Baker City Police Association

**FLSA Status:**

Non-exempt

**Department/Reports To**

Chief of Police

**Pay Range**

### **PATROL OFFICER**

#### **CHARACTERISTICS OF THE CLASS:**

Works on rotating shifts to perform patrol and/or investigation work to serve public, enforce laws, prevent crime, and protect life and property, in accordance with departmental policies and procedures.

**Supervision Received:**

Works under direct supervision of a superior officer who reviews work for conformance to orders and departmental policies and procedures.

**Supervision Exercised:**

May act as officer in charge on assigned shift and subsequently supervise and direct subordinate departmental personnel.

NOTE: It is not the intent of this description to list every task involved in this position; those listed are intended only as illustrations of the various types of work that may be performed; 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.

**Essential Function Task Statements/Duties at this Time:**

1. Patrols community to preserve the peace, provide services to the public, enforce laws, control vehicular traffic, prevent crimes, protect life and property; checks windows and doors in business district and investigates suspicious conditions or situations; makes arrests, issues citations; may impound animals.
2. Receives citizen complaints; prepares accurate and complete reports, investigates or assists in investigation of misconduct involving misdemeanors, felonies or other violations of city, state, and applicable federal laws and accidents; interviews complainants, witnesses, suspects and victims.
3. Responds to emergency radio calls and investigates accidents, crimes, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, and abuse or drugs. Takes appropriate law enforcement action. Prepares daily activity reports and logs; operates communication equipment such as telephone, teletype, and radios to receive and transmit information and dispatch personnel as needed.
4. Serves warrants, subpoenas, juror summons, civil papers; assists in apprehension of wanted subjects; appears in court to present facts on cases including criminal, civil and juvenile cases and acts as prosecuting attorney on minor cases; accompanies prisoners to court appearances when in custody.
5. Assist disabled motorists; provides escorts; provides directions to public; may be required to assist injured or disabled with first aid administration.
6. Works harmoniously and effectively as a positive, cooperative, team-oriented member with public, co-workers, subordinates, and supervisors.

**Peripheral Duties:**

7. May be required to attend classes and various training sessions in police procedures and new practices and methods.
8. Assists as assigned with public and school liaison programs such as Drug Abuse and Bicycle Safety; assists other law enforcement agencies in investigative, informational or tactical capacity as needed.
9. Maintains departmental equipment, supplies and facilities.
10. Maintains contact with general public, court officials and other City officials in the performance of police operating activities.

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that she or he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

### **Necessary Knowledge, Skill, and Abilities:**

#### **Knowledge of:**

Business English, spelling, composition, computers/word processing and typing.

#### **Skills:**

Operate motor vehicle, valid Oregon Driver's license with good driving record for insurance purposes.

#### **Abilities:**

- Learn and apply current and new investigative techniques and police patrol methods;
- Learn crime prevention methods and techniques;
- Learn to extract information through interview processes;
- React quickly and calmly in emergency or crisis situations and mentally and physically operate in same;
- Deal effectively with juveniles;
- Learn operation of communication equipment such as telephone, teletype and radios;
- Be a certified Oregon Police Officer through DPSST and apply gained skills effectively in police situations.
- Write concise, accurate, comprehensive reports and maintain logs, reports and records.
- Learn and enforce city ordinances, county, state and applicable federal laws;
- Learn geographical layout of city and location of key businesses;
- Follow written and oral instructions;
- Work harmoniously and effectively with public, co-workers, subordinates and superiors;
- Learn how and when to demonstrate personal trait qualities of persuasion, patience, perseverance, thoroughness, independent decision making, friendliness, firmness, and flexibility;
- Maintain good physical condition that allows efficient use of equipment, and performance of duties;
- Learn judicial system procedures, policies, jurisdictions and terminology
- Learn, understand, and follow departmental policies and procedures;
- Learn supervisory skills;
- Learn operation of police emergency equipment;

- Obtain and maintain current first aid card and administer first aid;
- Learn use and care of firearms;
- Mentally and physically handle physical force, assault, and verbal abuse.

### **Tools and Equipment Used:**

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment, capstun and soft body armor.

### **Physical Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration and exposure to communicable diseases through related investigative duties.

### **Other Requirements:**

The employee shall not reside more than 20 air miles from the City limits; Shift work with 12-hour shifts; may be required to work holidays; since police work is in a 24-hour capacity, may be required to respond to emergency call when off duty; or may be required to act in official capacity while off duty.

### **Minimum Qualifications:**

Meet all DPSST standard minimum qualifications for police officer; if certification is not required at time of hire, must receive basic certification from DPSST within one year of appointment as police officer; attend police academy within 90 days after appointment; pass physical agility, written and oral exams, background check and psychological exam. Preference may be given to certified police officers. **Must be at least 21 years of age.**

Applicant must have knowledge, skills and abilities listed above or show equivalent combination of related education and experience which demonstrates provision of said knowledge, skills and abilities.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

In addition, no employee shall impose a direct threat to him/herself or others.

**EEO Statement:** *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

Director \_\_\_\_\_ HR \_\_\_\_\_

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Position date:

Revision date: 09/2021