

Coquille Police Department

Job Description

Police Officer

To: Police Officer Applicant

From: Police Chief

Date: 01/25/2019

Ref: Job Description and Performance Expectations

The purpose of this document is to provide you, a Police Officer with the City of Coquille Police Department, a guide for performing your sworn duties. While not *all-inclusive*, nor intended as a *stand-alone* document, it provides you a ready reference for varying day to day duties, completing your mission and specific performance expectations.

The scope of this document describes the duties of an officer, responsibilities and authority as derived from the Constitution of the State of Oregon, and Oregon Revised Statutes and is conferred through the commission issued by the City of Coquille. Commissioned personnel are sworn to uphold the Constitution and enforce state and federal laws and to protect public peace and safety within the City of Coquille and the State of Oregon.

Officer Rank

As defined in the Coquille Police Department Policy and Procedure Manual and appointed by the City of Coquille in accordance with the rules and laws of Oregon, the following definitions are outlined: assists in the patrol of designated areas as assigned, maintaining order, enforcing laws and protecting life property, assists in surveillance work, assists in riot and crowd control, assists with initial and supplementary investigations of crimes, assists in the identification, collection and preservation of evidence, assists in the execution of various writs, the service of various civil and criminal subpoenas and other court orders, apprehends persons who violate the law, interviews witnesses and suspects and interrogates criminals, makes arrests, processing and transporting of persons arrested, keeps records and prepares reports, appears in court as a witness, performs crime-scene photography and evidentiary photographs, maintains chain of evidence on all evidence pertinent to criminal investigations, special assignments as assigned, and reports to the Sergeant.

“The test of character is not ‘hanging in’ when you expect light at the end of the tunnel, but performance of duty and persistence of example when you know no light is coming.”

James Stockdale

Officer Values

Values are defined as a principal, standard, or quality regarded as worthwhile or desirable. Department policy contains a copy of the Law Enforcement Code of Ethics which all personnel are to adhere to at all times. Like the Code of Ethics, values are equally important because they define character traits, which develop and maintain personal discipline. Values influence individuals to do the right thing and to continue to do the right thing even when it is difficult.

Duty: Be responsible and do what is right even when no one else is watching. Accomplish all assigned or implied tasks to the best of your ability. Duty requires a willingness to accept full responsibility for your actions and performance.

Honor: Integrity maintained without legal or other obligation. Honor is the epitome of ethical and moral behavior' it starts with being honest with one's self and being truthful and sincere in all our actions.

Integrity: Causes one to act when duty calls. Integrity is the firm adherence to a code or standard of moral and ethical values. Having integrity and being honest in everything you do and say develops trust. Peace Officers are not beyond making mistakes, openly admit when you're wrong. Learn from your mistakes and correct the behavior.

Loyalty: Be loyal to your profession, the department mission and your peers. When your peers make an honest mistake, stand by them and help them correct the mistake. Take pride in your peer's accomplishments and see to it that their superiors are made aware of them.

Respect: Treat others with consideration and professionalism. Being respectful of others does not imply you have to accept every suggestion or thought; there are different approaches in dealing with day to day issues without having to compromise your values. Treat your peers as mature individuals. The profession all of you have chosen is an honorable one and each one of you deserve to be treated with honor.

Courage: Encompasses both physical and moral strengths. Physical courage is the ability to overcome your fears when faced with personal harm in the performance of your duties. Moral courage is the ability to face personal fear when faced with ethically challenging situations. Do what is right; adhere to a higher standard of personal conduct.

Officer Duties

Duty or duties are defined as an act or course of action you are required to do by virtue of your position and are a legal and moral obligation. Duties can be categorized in three basic ways: *Specified*, *Directed*, and *Implied*.

Specified Duties: Job or Position specific.

Directed Duties: Duties that are generally in the form of an order or directive issued by your superiors.

Implied Duties: Duties that help improve the quality of the job and work environment generally support *Specified Duties*.

- Patrol assigned area in an assigned vehicle, to preserve law and order; to protect life and property; to prevent and discover the commission of crime; and to enforce motor vehicle laws and regulations.
- Respond to and conduct investigations and determine disposition (i.e. issue citations and/or make arrests) of calls and complaints involving felonies and violations, vehicle accidents and other violations.
- Secure and examine crime scenes and gather, preserve and process evidence.
- Identify, locate and interview person(s) to discover suspects and/or witnesses.
- Arrest, process and transport person(s) to a confinement facility for incarceration.
- Render interim emergency care.
- Conduct follow up investigations.
- Refer individuals to appropriate agencies and authorities for assistance.
- Prepare required reports and documentation.
- Conduct surveillance on suspected criminals.
- Appear in court to testify and present legally obtained evidence, to testify as a witness and to testify against accused perpetrators of crime; prepares and presents reports and documentation for case review and preparation by the District Attorney.
- Search and assist in rescuing missing and/or injured persons and recovering bodies.
- Originate and execute court related documents to include, but not limited to, warrants, judgments, evictions, summons, and various orders; perform clerical functions associated with the receipt, serving, and recording of court related documents and their disposition.
- Speak before civic groups and the public, providing presentations and answering inquiries regarding law enforcement programs.
- Attend routine and specialized training classes and seminars regarding law enforcement methods and techniques, marksmanship, law, procedures, and technical subjects.

Officer Performance Expectations

- Understand and fulfill the Coquille Police Department Mission and Vision Statement.
- Ensure that your contacts with the public and representatives of other agencies are professional, courteous and tactful.
- Communicate with your Sergeant, keep him informed on the status of your investigations, monitor your open/active cases and conduct the necessary follow up.
- Conduct thorough and complete investigations, complete reports in a timely manner in accordance with department policy.
- Read and have a thorough knowledge of the department's policies and procedures. When updates/changes occur, it is your responsibility to look them up and familiarize yourself with the changes.
- Attend all court proceedings as required and keep the courts and District Attorney's Office aware of any scheduled vacation and/or out of town training.
- Use proper radio procedures and etiquette on any and all channels.
- Operation of your patrol vehicle shall be within department policy and established state laws.
- No more than two (2) units will respond Code-3 to any situation unless otherwise approved by the supervisor on duty. In situations where officer safety is a concern or there are exigent circumstance, additional personnel are authorized.
- Officers should not congregate at calls and avoid extended stays at the office. Every effort should be made to provide as much proactive patrols in his or her assigned patrol area as possible.
- Proactive enforcement and self-initiated activity is expected while on duty and is understandably based on calls for service.
- Uniforms and equipments to include your assigned patrol unit shall be kept clean, serviceable and professional looking, in compliance with policy.
- The schedule and e-mail should be checked daily. You are responsible for any changes or information that is posted.
- Notify your sergeant or the chief of any critical or significant incident as soon as possible.
- Notify your supervisor of any unanticipated sick leave or overtime. You are responsible for managing your time efficiently and keeping your compensatory time below 240 hours.
- Ensure your timesheet is completed properly and turned in on time.
- Check for any Orders of Protection/Injunctions Prohibiting Harassment. Try to serve these orders in a timely manner (at least one [2] attempts within 24 hours of receipt).
- Meet all deadlines by completing all assigned tasks duties, and assignments in a timely manner or as directed.

Salary and Benefits

- \$3,958 - \$5,050
- Medical, Dental, Vision, Prescription
- Vacation & Sick
- PERS
- Deferred Comp (401a and 457)
- 10 Holidays
- Life, AD&D and long-term disability insurance
- Optional additional coverage
- Employee Assistance Program
- Incentive Pay

The City of Coquille is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply immediately or by February 8th, 2019.