



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Police Officer  
**FLSA STATUS:** Non-Exempt, Grade 21  
**UNION:** LCPEA  
**UPDATED:** March 2019

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**PURPOSE OF POSITION:** Conducts law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the City of Lincoln City. Work is assigned and reviewed by shift supervisor for conformance to laws, policies, rules and regulations.

**ESSENTIAL JOB FUNCTIONS:**

Patrols roads, highways, and business and residential areas in the enforcement of traffic and criminal laws, and city codes; responds to a variety of calls for services. Is diligent in preserving the public peace and protecting person and property. Must meet performance standards established by the Chief of Police. Employment and police certification require employees to maintain a high standard of ethical and moral behavior by the City of Lincoln City Police Department policy and the Department of Public Safety Standards.

Responds promptly and effectively to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and takes appropriate actions. Must be thoroughly familiar with Lincoln City including boundaries, streets, public buildings and points of interest. Conducts criminal and vehicle crash investigations; makes recommendations for improved transportation and safety procedures within the City; prepares reports utilizing office computers and/or in-car mobile data computers; administers CPR/first aid and AED as needed; conducts investigations and interrogations; identifies, collects, and processes evidence; takes photographs; prepares diagrams; prepares search warrants.

Assists and aids crime victims as necessary. Makes referrals as needed.

Conducts death investigations including those of natural causes, accidental and murder. Is exposed to biohazards and communicable diseases inherent at these and other scenes utilizing protective equipment. Conducts death notifications to next of kin. Completes thorough case/incident investigations and diligently engages in related follow-up activities; gathers and preserves evidence; interviews and takes statements from victims and witnesses; interrogates suspects and prepares related reports; determines appropriate actions to be taken at each incident; Completes departmental forms, logs and summaries related to the processing of evidence.

Maintains records and prepares reports necessary for efficient successful investigations, crime prevention, prosecution and office procedurals, which will be reviewed by supervisor. Able to complete comprehensive data entry to comply with State and Federal Crime reporting laws. Testifies in court as necessary.

Maintains effective working relationship between adjacent law enforcement agencies. Provides assistance and back up to other law enforcement agencies as requested and assigned. Provides appropriate information to other law enforcement agencies, social service

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agencies, regarding ongoing investigations; follows department policies, officer safety information, criminal activity, drug activity, gang documentation, etc.

Performs specialized assignments as needed according to the employee's abilities and skills and the needs of the Lincoln City Police Department. These assignments can include being a field-training officer, K9 Officer, student resource officer or any other new special assignments that may be added to the City of Lincoln City's Police Department in the future.

Makes complex and immediate decisions without direct supervision regarding life and property.

Detects and deters potential criminal acts including domestic terrorism and reports such acts to the appropriate agency as required. Performs crime-prevention activities, including surveillance and patrols.

Informs the public and answers inquiries regarding laws, ordinances, rules and regulations. Prepares media releases and may be required to speak to the media for newspaper articles, or television and radio news programs. Participates in public relations programs that may include speaking to citizen and school groups and other public service and educational efforts.

Issues citations to violators; makes arrests, conducts searches; and transports offenders in custody to jail, institutions or extraditions or releases prisoners as appropriate.

Develops and maintains cooperative working relationships with City staff, other organizations and the public.

Is team oriented; places safety of self and others first when making decisions, is loyal to the Police Department and the City we serve. Represents the City and the Police Department in a positive and professional manner at all times.

Follows police policy and all safety rules and procedures for work areas.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Provides assistance to other staff as workload and staffing levels dictate. Maintains department issued equipment. Maintains proficiency by attending training and meetings, reading materials and meeting with others in areas of responsibility. Maintains work areas in a clean and orderly manner.

### **JOB QUALIFICATION REQUIREMENTS:**

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**MANDATORY REQUIREMENTS:** A high school diploma or equivalent is required. Proven ability to identify and analyze problems, evaluate solutions and independently exercise sound judgment, including in times of stress. Ability to move quickly and forcefully in response to unexpected situations. Demonstrated professionalism. Good written and verbal communication skills, able to maintain successful relationships with a variety of people including co-workers, other professionals, appointed and elected officials and the public. Proven ability to manage time effectively. Good memory and recall skills. Knowledge and experience in the use of technical equipment including computers, cameras and/or radar units.

Proven ability to pass a thorough background investigation that will include a complete review of criminal records, education verification and credit check as well as a physical, drug test and psychiatric evaluation. Ability to pass written and oral examinations. Ability to successfully complete DPSST basic law enforcement training and at least one year of satisfactory experience as a law enforcement officer is required after appointment in order to familiarize incumbent with full scope of job functions and receive the necessary DPSST certification. Ability to pass the Oregon Physical Ability Test (ORPAT). Lateral transfers must meet all entry-level requirements and must have at least completed the Oregon DPSST Academy, or another state's equivalent of the Oregon Academy, and have successfully completed a probationary period of full-time paid service as a sworn police officer in a civilian governmental jurisdiction immediately prior to application.

**SPECIAL REQUIREMENTS/LICENSES:** Must be at least twenty one (21) years of age with no criminal record and possess a valid driver's license with acceptable driving record. Attendance and successful completion of the Police Academy and possession of DPSST Basic certificate required within eighteen (18) months of appointment. Must also possess a current CPR/First Aid card or the ability to obtain one within 6 (six) months of appointment and the ability to maintain one throughout employment.

**DESIRABLE REQUIREMENTS:** College-level training, other training or experience with a focus in an area that relates to law enforcement, such as social justice, sociology or criminology or any area of focus that demonstrates an interest in a career in law enforcement is preferred. Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions is preferred. Knowledge of the community and surrounding area is desired. Previous experience working with the public is preferred. Previous training related to police equipment or operations, e.g., hazardous materials, firearms training, LEADS General level certification, etc. is a plus.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, communicate, push, pull, hold, reach, and manipulate objects, tools or controls and enter and exit a motor vehicle. The position requires mobility, flexibility, visual and auditory acuity and the strength necessary to respond to

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unplanned physical tasks which require substantial physical effort, including the restraint of violent and combative individuals or animals, running as fast as possible while chasing, climbing fences or structures and responding to rescue emergencies. It requires the manual dexterity to operate a firearm as well as the ability to safely operate a motorized vehicle during normal and high speed driving. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis and may be required to move adults weighing up to 300 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, gun belt, taser, gun, etc.

**WORKING CONDITIONS:** Work locations are in all types of indoor and outdoor environments. Occasionally exposed to heat and cold extremes and temperature changes. Occasionally exposed to hazards and risks of bodily injury. Regular contact with individuals who may be violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Seldom exposed to loud noises (e.g. weapon firing, car siren); occasionally exposed to moderate noises. Seldom exposed to vibration, toxic conditions, odors, dust and poor ventilation. Position is subject to 24-hour emergency callback. Must be available for rotating shifts including holiday and weekend assignments. Overtime may be required.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel regarding site policies, procedures and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of a Police Sergeant.