

Position: Senior Police Officer	OCPEA
Department: Police	FLSA: Non-exempt
Evaluated by: Police Sergeant	See Police Salary Schedule

Summary

The Senior Police Officer is responsible for overseeing the work of subordinate personnel and insures compliance with standard operating procedures and policies concerning reports, investigative procedures, complaint and arrest processing, and citizen contacts.

Employee will be assigned to a shift and performs the duties of Sergeant in their absence.

SUPERVISION RECEIVED:

Works under the direction of a Sergeant or Lieutenant who establishes major objectives, reviews work for achievement of desired results, and may assign specific tasks.

SUPERVISION EXERCISED:

Supervises shift personnel in the absence of a Sergeant.

Essential Duties and Responsibilities

- In the absence of the Sergeant, conducts pre-shift informational briefing, schedules and reviews work of less senior or subordinate employees; arranges for proper shift coverage in the event of absences.
- In the absence of the Sergeant, screens arrests to assure compliance with the law, department regulations, and citizen rights.
- Assures the reports are submitted on time; reviews incident and activity reports and gives guidance or direction to other officers in the absence of or at the direction of the Sergeant.
- Responds to citizen complaints and calls for assistance.
- In the absence of the Sergeant and under **extenuating circumstances (this is somewhat subjective-examples would be helpful)**, approves requests for assistance from other police agencies as appropriate.
- In the absence of, or at the direction of the Sergeant, responds to the scene of incidences or crimes, which according to standard operating procedures requires the presence of the Sergeant. Assures that proper investigative and reporting procedures are followed.

- When acting as Sergeant, assigns officers and briefs them on specific duties and key information; patrols field areas to check officer performance; provides advice and direction when necessary. May recommend commendations if appropriate.

Qualifications

▪ Knowledge Skills and Abilities

Thorough knowledge of departmental policies, procedures, rules and regulations, laws, codes and statues as they relate to investigative techniques and procedures, rules of evidence, and the rights of suspects and defendants. Knowledge of modern police practices and methods as well as principles of crime prevention. Good reasoning and judgment skills and the ability to work efficiently and effectively under limited supervision. Ability to plan, organize and schedule work for maximum deployment of manpower. Problem solving/analytical ability; ability to explore alternative courses of action to reach acceptable conclusions. Ability to adapt appropriately to new or changing situations. Ability to communicate effectively with superiors, co-workers, representative from other law enforcement agencies and a diverse public. Ability to read and understand relatively complex written material and explain it in lay terms. Skill in the use and care of firearms and other assigned weapons. Skill in operating assigned equipment safely and in conformance with applicable laws and regulations.

▪ Experience and Training

Three years of law enforcement experience as a police officer affording some experience in investigation and apprehension and supplemented with related college level law enforcement course work. Graduation from high school or an equivalent GED certificate. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

▪ Special Requirements

Possession of a valid Oregon driver's license. Employees in this classification are also required to have possession of an intermediate training certificate from the Department of Public Safety Standards and Training at the time of appointment.