

**ORGANIZATION:** City of Ontario  
**DEPARTMENT:** Police  
**REPORTS TO:** Police Sergeant

**LOCATION:** Ontario, OR  
**DATE:** December 2025

**JOB TITLE:** Police Officer

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**PURPOSE OF POSITION:** As a certified police officer, perform law enforcement and crime prevention work including patrol and investigation. Enforce federal, state and local laws. Provide public information and education activities.

**ESSENTIAL JOB FUNCTIONS:**

Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles.

Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions. Direct traffic at accident/crime scenes as necessary. Perform CPR/First Aid as necessary.

Maintain written records and prepare reports necessary for investigations, crime prevention, prosecution and office activities. Testify in court as necessary.

Conduct investigations, gather evidence and interview victims, witnesses and suspects.

Perform crime prevention activities, which include surveillance patrols and dissemination of information to the public. Participate in public relations programs, which may include speaking to citizen and school groups, and public service efforts (escorts, opening locked vehicles, assisting stranded motorists, fingerprinting, etc.)

Make arrests, search, transport and release prisoners.

Follow all safety rules and procedures established for work areas.

**AUXILIARY JOB FUNCTIONS:**

Deliver emergency messages, respond and provide assistance to other law enforcement agencies. Perform additional intra-office tasks as assigned. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATIONS:**

**MANDATORY REQUIREMENTS:** Basic knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, qualifying firearm use and safety precautions. High school graduation or equivalent. A minimum age of 21 and no felony convictions. Must satisfactorily complete DPSST 16-week basic course and receive certification within established guidelines. Must be able to provide testimony deemed credible by the courts, as necessary. Possession of a valid driver's license.

**DESIRABLE REQUIREMENTS:** Previous experience as a regular or reserve officer. Completion of post high school education in law enforcement/criminal justice. Computer knowledge.

SPECIAL REQUIREMENTS/LICENSES: Obtain and maintain current CPR/First Aid and Intoxilyzer certification. Possession of valid drivers licenses. Per City of Ontario Resolution #2022-138, there is no longer a residency requirement for non-Department Head employees.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials/objects weighing up to 50 pounds on a regular basis and occasional moving/lifting of humans weighing greater than 100 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

**WORKING CONDITIONS:**

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Incumbent operates police vehicles and may be required to sit for extended periods while performing various duties. Must be available for rotating shifts including weekend assignments. The work environment may result in exposure to hazardous materials.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:**

Works under the general supervision of a Police Sergeant.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER RELATED OCCASIONAL WORK.