



# CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

## MODIFIED DUTY OFFICER

POLICE DEPARTMENT

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FLSA Status:	Non-Exempt
Department:	Police
Union Representation:	Represented

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### Purpose of Position:

Within modified duty restrictions/limitations provided from a medical professional; assist current Molalla Police Department employees in continuing to work as workflow allows.

### Essential Job Functions:

Respond to desk calls, including traffic accidents, major crimes, civil complaints, thefts, burglaries, assaults, family disputes, counter contacts, etc. Investigate and take appropriate actions.

Maintain written records and prepare reports regarding investigations, which are reviewed by supervisor and used for crime prevention, prosecution and office activities. Testify in court periodically.

Within modified duty restrictions/limitations provided from a medical professional; conduct preliminary case/incident investigations and related follow-up activities; gather and preserve evidence; interview and take statements from victims and witnesses; interrogate suspects; and accurately prepare and attest to related reports and logs. Prepare and swear to facts in obtaining search warrants.

Assist with inventories and disposes of property and evidence taken into custody by officers within the department.

Provide customer service for the police department. Greet visitors and answer telephone, determine nature of visit/call, direct to appropriate person, or take and relay messages in absence or preoccupation of department personnel. Respond to routine, non-routine and technical questions regarding City ordinances and State laws, and Department services including crime reports, towed vehicles, and community programs.

Retrieve, interpret, and disseminate teletypes, and information from law enforcement computer systems, databases, and other sources.

Enter, verify, and clear a variety of information into appropriate computer systems with a high degree of accuracy, including stolen, repossessed, or towed property, and missing/runaway/endangered persons and warrants.

Collect fees and provide receipts for towed vehicles, police reports, public records requests, and other department fees.

Establish, update, and maintain computerized or manual logs and filing systems to include equipment inventories and other records.

Respond to police officer requests by telephone, radio system and computer aided dispatch equipment. Provide a variety of information and data entry support including case details, warrants, arrest records, license plate registrations, stolen property, addresses and driving records.

Use word processing software to type documents, templates, presentation materials, charts and graphics, and other material from general instructions. Perform a variety of administrative duties including faxing, filing, sorting documents, composition and editing of minutes, correspondence, memos, and other documents. Proofread, review for grammar, and edit documents, as necessary. Examine documents for completeness and accuracy. Correct errors as necessary.

Follow all safety rules and procedures for work areas.

Coordinate and perform other projects, functions, and tasks, as assigned.

Maintain effective working relationship between adjacent law enforcement agencies. Provide assistance as requested. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

Perform crime prevention activities that include dissemination of information to the public. Participate in public relations programs that may include speaking to citizen and school groups, and public service efforts.

Perform other projects, functions, and tasks, as assigned. Follow all safety rules and procedures for work areas.

Maintain cooperative working relationships with City staff, other organizations and the general public.

#### **Auxiliary Job Functions:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain department issued equipment. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

#### **Job Qualification Requirements:**

- MUST ALREADY BE EMPLOYED WITH MOLALLA POLICE DEPARTMENT
- LETTER FROM DOCTOR WITH RESTRICTIONS, LIMITATIONS AND RECOMMENDATIONS FOR LIGHT/MODIFIED DUTY.

**Special Requirements:**

All incentive pay will be paused until return to full duty, unless approved by the Chief of Police. Any department issued vehicle is to be returned and will not be of use by the originally assigned officer until returned to full duty, unless approved by the Chief of Police.

**Physical Demands of Position:**

Within modified duty restrictions/limitations provided from a medical professional: while performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, and standard office equipment.

**Working Conditions:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Exposure and handling of hazardous materials. Must be available for rotating shifts including weekend and holiday assignments.

**Supervisory Responsibilities:**

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. May be required to assume responsibility of a shift when so assigned by Police Administration.

**Supervision Received:**

Works under the general supervision of the Support Services Supervisor and Patrol Lieutenant.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION

Approved,

  
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City Manager, Dan Huff

2-14-24  
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Date