



City of Keizer

Employment Opportunity

This announcement is not an implied contract and may be modified or revoked without notice.

The City of Keizer is accepting applications to test for POLICE OFFICER

CLASSIFICATION: Police Officer
DEPARTMENT: Police Department
SALARY: \$4,104 - \$4,988 + excellent benefits*
 *Above salary does not include incentives (if qualified)
WORK HOURS: Vary depending on work assignment

JOB SUMMARY	Major responsibilities and duties require consistent attention and commitment to the agency's mission and are to be performed in an effective, efficient and safe manner. Personal conduct and behavior (on and off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative and the ability to work independently in conformance with established guidelines and standards. See Job Description for a complete list of duties.
TO QUALIFY	You <u>must</u> meet these minimum standards to be a Police Officer in the state of Oregon: <ul style="list-style-type: none"> • United States citizen • High school graduate or GED equivalent • 21 years of age at time of appointment • Free of criminal convictions defined by Oregon Administrative Rule • Be of good moral character • Able to give credible testimony • Pass a comprehensive background investigation • Pass medical and psychological evaluations • Possess or be able to obtain a valid Oregon Driver's License • Candidates with bilingual Spanish/English skills are encouraged to apply. In addition to the minimum standards listed above, you must pass written exam, physical agility test , oral interview, and be willing to reside within 30 minutes of the Keizer Police Department.
TO APPLY	Submit completed City application along with \$15.00 testing fee to: Keizer City Hall or mail to Human Resources Dept., City of Keizer, PO Box 21000, Keizer, OR 97307-1000. Application and description of duties are available at www.keizer.org or at City Hall, 930 Chemawa Rd. NE, Keizer. For more information, please call Human Resources at 503-856-3430. TESTING DATE (for written exam and ORPAT): Saturday, October 17, 2009 at 9:00am.
CLOSING DATE	MONDAY, OCTOBER 5, 2009 at 5:00 pm. Applications must be received prior to deadline. Postmarks will not be accepted as proof of meeting deadline. Faxed applications must be received prior to the deadline and followed up with signed original prior to testing. Refunds given only if requested <u>prior to</u> October 17 th .
SELECTION PROCESS	An evaluation of all application materials will be conducted to determine those candidates who will receive further consideration, which may include any or all of the following: written exam, physical, interviews. Employment offer is contingent upon successful completion of background investigation, psychological and medical exams. If you wish modification of this selection process in order to accommodate a disability, submit your request in writing with the required application materials.

** The City of Keizer is An Equal Opportunity Employer Committed to Diversity **
 ADA Accommodations Will Be Provided Upon Request

EMPLOYMENT INFORMATION

Thank you for your interest in employment with the City of Keizer

The City of Keizer is located in the beautiful Willamette Valley with Oregon's largest city, Portland, to the north, and the state capital, Salem, to the south. The Oregon coastline and mountains are located west and east of Keizer. Our weather is moderate throughout the year with summer temperatures in the 70s and 80s.

Keizer's latest population is about 35,000, and is ranked one of the fastest growing communities in Oregon. In spite of its growth, Keizer continues to preserve its small-town pride by supporting the largest volunteer Little League organization in Oregon, and community-wide events, such as the Iris Festival and the Christmas lighting ceremony. Since 1997 Keizer has been home to a minor league baseball team, the **Volcanoes**.

The City of Keizer is a great place to work! We strive to create a relaxed and friendly environment, and pride ourselves on providing top-notch customer service to everyone who walks through our doors. We have 95 employees working in 9 departments, including Finance, City Recorder, Public Works, Community Development, Police, Human Resources, City Manager, Assistant to the City Manager and City Attorney.

The Keizer Police Department's mission is to provide quality services for a safer community. The department is staffed by 41 sworn officers and 8 civilian employees. The department is separated by two divisions; a Patrol Division and a Patrol Support Division. Each Division has several units including, Administration, Patrol, Detectives, Community Response, Traffic Safety, Community Services, School Resource Officers, Police Support Specialists, Reserves, and Cadets.

Police Officers Under the supervision of the Police Sergeant, the Police Officer performs law enforcement and crime prevention work including patrol and investigations; enforces federal, state and local laws, regulations and ordinances.

City Benefits

- Medical (vision & prescription) and Dental
- Life insurance; Long-term disability
- Vacation, Sick and Holiday Leave
- Retirement plans

Drug Free Workplace

The City of Keizer is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. Any offer of employment made to a potential new employee will be contingent upon the applicant passing a drug screening test, and, as required by law, some current employees will be required to participate in random, reasonable cause and post-accident drug and/or alcohol screening during the course of employment.

Immigration Law

In accordance with the Immigration and Reform Control Act of 1986, employment of any individual will be contingent upon presentation of acceptable documents verifying identify and eligibility for employment in the United States.

The information provided above or as part of the Job Announcement is not to be regarded as an expressed or implied contract. Terms and conditions of employment with the City of Keizer are subject to change through City Council action or through the collective bargaining process.

Equal Employment Opportunity

The City of Keizer is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status or disability.



JOB DESCRIPTION

Police Officer

The job description does not constitute an employment agreement between the City and employee and is subject to change

Classification: Police Officer	Effective Date: May 15, 2006
Department: Police	Supervisor: Sergeant
FLSA Status: Non-exempt	Supervision: None
Bargaining Unit: Keizer Police Association Job	Code: 0621

JOB SUMMARY

Major responsibilities require consistent attention and commitment to the agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. Employee must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on-duty as well as off-duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative and the ability to work independently in conformance with established guidelines and standards. Successful performers are those who are capable and willing to make decisions that are consistently in conformance with the agency's mission, goals and objectives.

WORKING CONDITIONS

The work environment/physical demands described are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work conditions may vary by shift. Some tasks are performed in an office setting with a noise level that is usually moderately quiet. Most tasks are performed outside from a police patrol vehicle. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Physical strength, agility and stamina sufficient to perform the duties, including work beyond normal requirements in emergencies are required. Flexibility is important because of the need to frequently enter and exit vehicles, inspect buildings, climb over and around obstacles, make sudden moves, etc.

Mental alertness is important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle, with minimum force and assistance, recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

SAFETY

Incumbents must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

The following examples of duties and responsibilities do not encompass all requirements

%	Duties
100%	<p>Employees in this position are expected to practice a Community Policing philosophy, and may perform any or all of the following duties.</p> <ul style="list-style-type: none"> • Patrols roads, residential and business areas of the City and enforces traffic and criminal laws and issues citations or warnings to violators. Patrols school zones and high activity areas. Conducts building security checks, checks for suspicious persons and vehicles. • Responds to a wide variety of radio calls including thefts, juvenile complaints, burglaries, rapes, family disputes, barking dogs, loud parties, etc. and takes appropriate action. Performs first-responder emergency care at scene of accidents and directs traffic if necessary. • Attempts to build an atmosphere of mutual respect and trust with the community, so that average citizens and community leaders form a new partnership with the police.

	<ul style="list-style-type: none"> • Works with community residents to identify and prioritize problems. • Assist the public in answering inquiries regarding directions, laws and ordinances, aids stranded motorists; conducts vacation house checks, checks road conditions, street signs and street lights and reports defects, gives other assistance to the public as needed. • Investigates accidents and criminal complaints, makes arrests and issues criminal citations when required. Handles and transports prisoners. • Prepares full and comprehensive reports on major activities within the officer's jurisdiction. Reports include custody reports, SARA reports, person reports, special reports, vehicle reports, property reports, field contact reports, etc. • Appears in court as a witness with prior work being done on the preparation of the court case in conjunction with superior officers and various attorneys. • Conducts special projects and/or research to assist in department's activities in areas such as crime analysis, planning for new or improved programs and computer applications. • Other related duties as assigned.
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MINIMUM QUALIFICATIONS

1. United States citizen
2. High school graduate or GED equivalent
3. 21 years of age at time of appointment
4. Free of criminal convictions defined by Oregon Administrative Rule
5. Be of good moral character
6. Must be able to give credible testimony.
7. Pass a comprehensive background investigation
8. Pass medical and psychological evaluations
9. Possess or be able to obtain a valid Oregon Drivers' License
10. Reside within 30 minutes of the Keizer Police Department

Knowledge of:

1. English language and spelling.

Ability to:

Considerable ability to:

1. Work independently and make sound decisions using good common sense;
2. Understand fairly complex oral and written instructions and act upon them accordingly;
3. Deal courteously and firmly with the public, often in stressful situations;
4. Establish and maintain effective working relationships with fellow employees and supervisors;
5. Analyze situations quickly and objectively and to determine a proper course of action to be taken.
6. Learn a considerable amount of material such as laws, statutes, regulations, ordinances and procedures and apply this knowledge to the job;
7. Operate assigned equipment skillfully, safely and in conformance with applicable laws and regulations;
8. Prepare clear and comprehensive reports; and
9. Learn and administer basic first aid.

APPROVALS:

Chief of Police _____

Human Resources Director _____

City Manager _____

RECEIPT: Employee _____ **Date** _____