



# City of Keizer Recruitment Notice

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

## **POLICE RESERVE**

### **Police Reserve Officer – Volunteer Unpaid Position**

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

You must meet these minimum standards to be a Police Officer in the state of Oregon:

- 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 testing](#), oral interview, and be willing to reside within 30 minutes of the Keizer Police Department.

**\* APPLICATION AND \$15.00 WRITTEN EXAM FEE MUST BE RECEIVED PRIOR TO CLOSING DATE.**

**\* CLOSING DATE: MONDAY, OCTOBER 5, 2009 at 5:00 PM.**

Applications must be received prior deadline. Postmarks will not be accepted as proof of meeting deadline. Faxed applications must be received prior to deadline and followed up with signed original prior to testing. Refunds given only if requested prior to October 17th.

**\* TESTING DATE (for written exam and ORPAT): October 17, 2009 STARTING AT 9:00AM.**

**TO APPLY:** Complete a **City Application** Form and submit with the \$15.00 written exam fee (checks payable to: City of Keizer) to Human Resources, 930 Chemawa Road NE, or mail to: Human Resources, City of Keizer, Box 21000, Keizer, OR 97307-1000. Application and Job Description can be obtained at [www.keizer.org](http://www.keizer.org) or at City Hall. For more information please contact City of Keizer Human Resources at 503-856-3430.

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



# JOB DESCRIPTION

## Police Officer

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

<b>Classification:</b> Police Officer	<b>Effective Date:</b> May 15, 2006
<b>Department:</b> Police	<b>Supervisor:</b> Sergeant
<b>FLSA Status:</b> Non-exempt	<b>Supervision:</b> None
<b>Bargaining Unit:</b> Keizer Police Association	<b>Job Code:</b> 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"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• Works with community residents to identify and prioritize problems.</li> <li>• 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.</li> <li>• Investigates accidents and criminal complaints, makes arrests and issues criminal citations when required. Handles and transports prisoners.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Other related duties as assigned.</li> </ul>
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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** \_\_\_\_\_