

# CERTIFIED POLICE OFFICER



**The City of Keizer, Oregon, is seeking applicants  
for a Lateral Police Officer position !**

## **OPENING DATE**

Tuesday, March 26, 2024

## **CLOSING DATE AND TIME**

Open until filled. First review Friday,  
April 5, 2024, 5:00PM

## **INTERVIEW DATE FOLLOWING FIRST REVIEW**

Thursday, April 18, 2024

## **LATERAL QUALIFICATION**

Oregon lateral candidates must currently be certified as a Police Officer with three years' full-time experience upon date of hire.

## **APPLICATION INFORMATION**

Bilingual (English/Spanish) and female candidates are strongly encouraged to apply.

Submit a completed City of Keizer employment application prior to the closing date and time in order to be considered. Click [here](#) for the application and instructions.

Postmarks will not be accepted as proof of meeting the deadline.

Faxed and emailed applications must be received prior to the deadline.

To request Veteran's Preference, complete the Veteran's Preference Form [and](#) provide the required paperwork. Click [here](#) for the Veteran's Preference Form.

Requests for accommodation under the Americans with Disabilities Act must be submitted in writing prior to the closing date of this announcement.

## **KEIZER POLICE DEPARTMENT**

At the Keizer Police Department (KPD) we are more than just a law enforcement agency—we are a tight knit group that values family and community. Our commitment to community safety is rooted in the values of fairness, integrity, and impartial policing. We believe in building trust through open communication and fostering positive relationships within our diverse and vibrant community.

We have identified five personal attributes to guide performance and the department's hiring, promotional and evaluation processes:

### **CONSCIENTIOUSNESS**

Conscientiousness in law enforcement ensures meticulous attention to detail, adherence to ethical standards, and a commitment to thorough, responsible decision-making, contributing to the integrity and effectiveness of the criminal justice system.

### **COURAGE**

Courage (integrity) is crucial for maintaining public trust, upholding justice, and ensuring officers act ethically and bravely in the face of challenges.

### **EMPATHY**

Empathy is crucial because it fosters understanding, builds community connections, and promotes fair and compassionate treatment, enhancing the overall effectiveness and legitimacy of the justice system.

### **HELPLESSNESS**

Helpfulness cultivates positive community relations, promotes public safety, and strengthens trust by demonstrating a commitment to assisting and supporting individuals in times of need.

### **HUMILITY**

Humility in law enforcement acknowledges that we can't police society on our own, fosters collaboration, and enhances community relations, creating a more approachable and empathetic force that prioritizes education and improvement.





## 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, standards and laws.

See attached job description for a complete list of duties.

KPD also has numerous collateral duty and specialty assignments, such as K9, detectives, motors, SWAT, computer forensics, firearms, and survival skills instructors.

The Keizer Police Department is accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA). The department has 42 sworn officer positions and 7 full time civilian employee positions and has three divisions: Patrol, Support, and Criminal Investigations.

## SELECTION PROCESS

An evaluation of all application materials will be conducted to determine those candidates who will receive further consideration.

One or more interviews and a background investigation will take place prior to a contingent offer. All offers of employment are contingent on passing a medical exam, drug screening, and psychological evaluation.

## PAY AND BENEFITS

The base pay range for this position is \$5,626.40—\$7,179.47 per month, with an additional step available after 10 years of service with Keizer Police Department.

Placement on the pay schedule and consideration of hiring incentives will be dependent on the amount and type of qualified experience.

Additional benefits include:

- ◆ Medical, prescription, dental, and vision with choice of plans
- ◆ Life insurance
- ◆ Long term disability insurance
- ◆ Paid holidays
- ◆ Vacation leave
- ◆ Sick leave
- ◆ PERS retirement
- ◆ Retirement health savings account paid by the City
- ◆ Deferred comp—city contributes 6%
- ◆ Section 125 plan available
- ◆ All uniforms and equipment provided
- ◆ Language incentives
- ◆ Incentives for higher education and DPSST certifications
- ◆ Fitness incentive program
- ◆ 24 hour fitness/weight room
- ◆ Access to on-site massage chair





## **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 capitol, Salem, bordering Keizer to the south.

The Oregon coastline and mountains are located just west of Keizer within a one-hour drive. Our weather is moderate throughout the year with summer temperatures typically in the 70's and 80's.

Keizer's population is 39,561 and it is the 15th largest city in Oregon. In spite of its growth since the 1990's, Keizer continues to preserve its small-town pride by supporting many volunteer organizations and community-wide events.

Some notable events include KeizerFEST and parade, the Miracle of Christmas lighting display, the Holiday Lights parade, concerts and events at the Keizer Rotary Amphitheater, and the Keizer Art Walk.

Keizer is also the home of the four professional baseball teams in the Mavericks Independent Baseball League.

The City of Keizer has 103 regular status employees, a varying number of temporary employees and assistance from dedicated community volunteers.

This is truly a great place to work! We strive to create a relaxed, friendly, and supportive environment. We are very proud of the caliber of our employees and invite qualified candidates to consider joining our team.

## **ADDITIONAL INFORMATION**

### **Social Security Exemption**

Full-time and part-time employees for the City of Keizer are exempt from Social Security Tax.

### **SHARP Certification**

The City of Keizer is the first municipality in the State of Oregon to earn Safety & Health Administration Recognition Program (SHARP) certification from the Occupational Safety and Health Administration (OSHA). This is a testament to our commitment to safety for our employees and our community.

### **Drug-Free Workplace**

We are committed to maintaining a safe and healthy workplace free of alcohol and drugs. Any offer of employment made to a potential new police officer will be contingent upon the applicant passing a drug-screening test. Reasonable suspicion testing for drugs and alcohol and random testing for drugs will be conducted as described in city policy and the collective bargaining agreement.

### **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.

### **Veteran's Preference**

We are proud of the many Keizer employees who are veterans. We support Oregon law requiring Veteran's Preference by providing a method for qualified candidates to request employment preference.

### **Compacts of Free Association**

The United States has entered into agreements of free association with the Republic of Palau, Federated States of Micronesia, and Republic of the Marshall Islands. These agreements allow citizens of these three nations to enter the United States as nonimmigrants. House Bill 2594, effective January 1, 2018, allows persons lawfully admitted to the United States pursuant to these Compacts of Free Association to serve in law enforcement positions including police officer and reserve police officer.

### **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 identity and eligibility for U.S. employment.

### **Questions?**

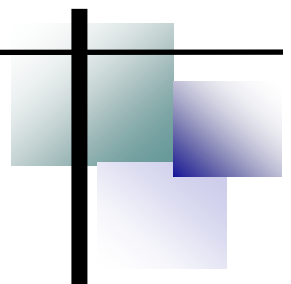
Contact City of Keizer Human Resources at 503-856-3430 or send an e-mail to [HR@keizer.org](mailto:HR@keizer.org).

*The information provided in this job announcement is not an implied contract and may be modified or revoked without notice.*

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***Keizer is a place where you can make a difference!***

930 Chemawa Road NE \* PO Box 21000 \* Keizer, Oregon 97307-1000  
Telephone: 503-856-3430 \* Fax 503-856-3445  
Website: [www.keizer.org](http://www.keizer.org)





# POLICE OFFICER

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Police Officer	<b>Effective Date:</b>	July 1, 2022
<b>Working Title:</b>	Police Officer	<b>Type:</b>	Represented by Keizer Police Association
<b>Department:</b>	Police	<b>Supervisor:</b>	Sergeant
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

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. All assigned duties and tasks are expected to be performed in an effective, efficient, and safe manner. Personal conduct and behavior (on-duty as well as off-duty) must be such that it builds public confidence in the agency and its members.

### SUPERVISION

Not a supervisory position.

### PHYSICAL & MENTAL DEMANDS – SAFETY – 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.*

#### Physical & Mental Demands

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 recurrent contacts and involvement with dangerous and potentially dangerous people, animals, and equipment, using only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control.

#### Safety

Employees 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.

#### Working Conditions

Work conditions may vary by shift. Some tasks are performed in an office setting with a noise level that is usually moderately quiet and some tasks are performed outside from a police 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. Duties include risk of exposure to bloodborne pathogens and disease.

## ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

### 100% Job Duties

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Patrols city streets, parks, commercial and residential areas, school zones, and high activity areas. Conducts building security checks, checks for suspicious persons and vehicles. Preserves the peace, enforces the law, controls vehicular traffic, prevents or detects and investigates misconduct involving misdemeanors, felonies, and other law violations. Issues citations or warnings to violators.

Responds to a wide variety of radio calls including thefts, juvenile complaints, burglaries, trespass, rapes, family disputes, barking dogs, loud parties, emotionally disturbed persons, civil complaints, miscellaneous non-criminal calls, etc. and takes appropriate action. Performs first-responder emergency care at the scene of traffic crashes and directs traffic as necessary.

Attempts to build an atmosphere of mutual respect and trust with the community, so average citizens and community leaders form partnerships with the police.

Works with community residents to identify 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 traffic crashes and criminal complaints, makes arrests, and issues criminal citations when required. Handles and transports detainees.

Prepares complete and accurate documents as required.

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.

Must be able to provide credible sworn testimony.

Conducts special projects and research to assist in department's activities in areas such as crime analysis, planning for new or improved programs, and computer applications.

## MINIMUM QUALIFICATIONS

### Education & Experience

High school graduate or GED equivalency.

### Skill & Ability

- Verbal and written fluency in the English language.
- Must be able to provide credible sworn testimony.

### Licenses, Certifications & Other Requirements

- United States citizen.
- 21 years of age at time of appointment.
- Free of criminal convictions defined by Oregon Administrative Rule.
- Be of good moral character.
- Pass the Police Officer Standard Testing (POST), an entry-level skills test (arithmetic, reading comprehension, grammar, and incident report writing).
- Pass the Oregon Physical Agility Test (ORPAT).
- Pass the Pre-Background Screening (Integrity Interview).
- Pass a comprehensive background investigation.
- Pass medical and psychological evaluations.
- Valid driver license at time of hire and maintained during employment.

- Required at time of appointment: possession of Law Enforcement Data System (LEDS) certification and Criminal Justice Information Services (CJIS) clearance or must obtain both within 90 days. Must be maintained during employment.

## **ADDITIONAL QUALIFICATIONS**

### **Skill & Ability**

- Work independently and make sound decisions using good common sense.
- Understand fairly complex oral and written instructions and act upon them accordingly.
- Deal courteously yet firmly with the public when required.
- Establish and maintain effective working relationships with fellow employees and supervisors.
- Analyze situations quickly and objectively and determine a proper course of action to be taken.
- Learn a considerable amount of material such as laws, statutes, regulations, ordinances, and procedures and apply this knowledge to the job.
- Operate assigned firearms and equipment skillfully, safely and in conformance with applicable laws and regulations.
- Prepare full and comprehensive reports.
- Perform effectively in emergency and stressful situations.

### **Licenses, Certifications & Other Requirements**

- Standard first aid & Adult and Child CPR Certification or able to obtain certification as soon as practicable.
- Required within six months of hire: NIMS IS 100 and 700 Certifications.
- Generally, the department has no overall residency requirement; however, certain special duty assignments require a minimum response time, and all members are required to be able to tend to their duties responsibly and within a reasonable amount of time.