Volunteer Opportunity!
The City of Keizer, Oregon is seeking applicants for Reserve Police Officer positions!

OPENING DATE
Tuesday, February 11, 2020

CLOSING DATE AND TIME
Monday March 23, 2020, 5:00 PM

OPPORTUNITY TO SERVE
Becoming a Reserve Police Officer is an excellent way for someone to volunteer their time to make a positive difference in their community. It is also a great opportunity for those individuals considering a career in law enforcement to learn about the job and gain valuable experience. A number of current Keizer Police Department full time officers previously served in the Keizer Police Department Reserve Officer program.

KEIZER POLICE DEPARTMENT
The mission of the Keizer Police Department is to help the community maintain order while promoting safety and freedom and building public confidence.

The department has 42 sworn officer positions and 7 full time civilian employee positions. The department has three divisions: Patrol, Support, and Criminal Investigations.

The Keizer Police Department has identified five overarching personal attributes to guide performance and the department’s hiring, promotional, and evaluation processes as follows:

CONSCIENTIOUSNESS
Holding oneself accountable to see that necessary things are done correctly

COURAGE
Taking the right action at the right time even when the outcome is unknown

EMPATHY
Intentionally understanding or striving to understand another person’s experience and perspective

HELPFULNESS
Identifying a need and seeing that it is met

HUMILITY
Possessing a modest estimation of oneself relative to others

JOB SUMMARY
Under the supervision of the Reserve Unit Coordinator, the Reserve Police Officer performs law enforcement and crime prevention work including patrol and investigations; enforces federal, state, and local laws, regulations, and ordinances.

Reserve officers also serve a vital role in various community events such as the annual Keizer Iris Festival, National Night Out, Festival of Lights Parade, and other city functions along with their regular duties.

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 volunteer 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 attached job description for a complete list of duties.

Reserve Police Officers are eligible for access to our 24-hour fitness/weight room and all uniforms and equipment are provided.
TO QUALIFY
Applicants **must** meet the minimum standards defined by Oregon Administrative Rule 259-008-0010 which include the following:

- Citizen of the United States of America or qualified nonimmigrant per Compacts of Free Association* (*see last page for further details)
- 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
- Be able to give credible testimony
- Pass a comprehensive background investigation
- Pass medical and psychological evaluations and a drug screening

**ADDITIONAL QUALIFICATIONS**
Applicants must have a valid driver license at time of hire.
Applicants must have verbal and written fluency in the English language.
See the attached job description for additional qualification requirements.

Reserve Officers are required to volunteer a minimum 24 hours per month on patrol and to attend monthly meetings.

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

Veterans requesting Veteran’s Preference must complete the Veteran’s Preference Form and provide the required paperwork.

**APPLICATION INFORMATION**
Submit a completed City of Keizer employment application along with a $15.00 written test fee.

The testing fee can be paid by mail, in person, or via phone with a debit/credit card by calling 503-390-8280.

Refund of the $15 testing fee given to applicants who withdraw their application only if requested **prior to** testing.

See application instructions attached to the City of Keizer application for detailed directions on how to apply.
Click **here** for the application.
Click **here** for the Veteran’s Preference Form.

Applications must be received prior to the closing date and time in order to be considered. Postmarks will not be accepted as proof of meeting deadline.

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

**TESTING DATE & LOCATION**
The written test (Police Officer Selection Test – POST) & physical abilities test (Oregon Physical Abilities Test – ORPAT) are scheduled for **April 8, 2020 at 9:00 AM** and will be held at the City of Keizer Community Center at 930 Chemawa Road NE.

- Unless otherwise notified, all applicants whose applications are received by the closing date and time are expected to attend and complete the written test.
- Applicants that pass the written test will then complete the physical abilities test on the same day.
- Written test scores and physical abilities test times from other agencies are **not accepted**.
- Doors open at 8:30 AM. No admittance after 9:00 AM. No exceptions.
- Valid government issued photo identification required.
We are very proud of the caliber of our employees and invite qualified candidates to consider joining our team.

**ADDITIONAL INFORMATION**

**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.

**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.

**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.

**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.

**Questions?**

Contact City of Keizer Human Resources at 503-856-3430 or send an e-mail to HR@keizer.org.

The information provided in this Volunteer Announcement is not an implied contract and may be modified or revoked without notice.

---

**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
RESERVE 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.

---

**Class Title:** Non-Paid Volunteer  
**Working Title:** Reserve Police Officer  
**Department:** Police  
**FLSA Status:** N/A  
**Effective Date:** September 1, 2019  
**Type:** Non-Paid Volunteer Position  
**Supervisor:** Sergeant/Reserve Coordinator  
**Supervises:** None

---

**CLASSIFICATION SUMMARY**

This volunteer 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

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, rapes, family disputes, barking dogs, loud parties, etc. and takes appropriate action. Performs first-responder emergency care at the scene of accidents and directs traffic as necessary.

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

Works with community residents to identify, prioritize and solve 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 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/or 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 & CPR Certification or able to obtain certification as soon as practicable.
- Required within six months of hire: NIMS ICS 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.

Volunteer Reserve Police Officers are not guaranteed a full-time position with the City of Keizer and serve at the discretion of the City of Keizer. Volunteer service may be discontinued at any time with or without fault of the Volunteer or the City of Keizer. Among the reasons for removal are economic conditions that cause reductions in work force, the Volunteer’s inability to meet the 24-hour per month minimum requirement, chronic illness, failure to perform competently on regular tasks, failure to support the Department’s mission, failure to continually comply with preconditions for original employment, or failure to display due regard for the civil liberties of any person. In addition, requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.