



**Newberg - Dundee
Police Department**

P. O. Box 970
401 E. Third Street
Newberg, OR 97132
(503) 538-8321
Brian T. Casey
Chief of Police

January 5th, 2015

Dear Applicant:

Thank you for your interest in the Newberg-Dundee Police Department Reserve program.

As a reminder, you must reside within a 25 mile radius of the communities of Newberg or Dundee.

The Newberg-Dundee Police Department has a full-time, paid sworn staff of 35 officers to include the Chief and two Captains. The department and its members serve a population of approximately 25,000 people with a tremendous amount of transient population traveling to and from the Oregon Coast and casinos.

The full time staff is augmented by a current staff of 13 reserve officers. The reserve police officer is a non-paid volunteer position. Our goal is to bring our reserve staff to approximately 15 officers.

A person goes through an extensive process before acceptance into the reserve program. This process consists of the following:

- written examination
- oral interview
- successful completion of the Oregon Physical Agility Test
- background investigation
- physical exam administered by a physician chosen by the Newberg-Dundee Police Department, to include drug screening with negative results
- a psychological exam to be administered by a doctor chosen by the Newberg-Dundee Police Department and at the department's expense
- successful completion of the reserve academy

The next reserve academy is scheduled to begin November 2015. The academy is located in Brooks and hosted by the Mid-Valley Reserve Training. The reserve academy runs seven months with classes being held each week on Wednesday and Thursday evenings with occasional Saturdays and Sundays, three hours per evening and all day each Saturday or Sunday for the duration of the academy. After

acceptance to and successful completion of the reserve academy, a person is sworn in as a reserve police officer and begins the field training process. The hiring process will take one year because the reserve academy is only offered once a year starting in November.

A person selected to be a reserve police officer will be expected to supply his or her own duty weapon and some other equipment at the reserve officer's expense. A person can expect to spend approximately \$500 - \$750 to purchase the necessary equipment. A ballistic vest, one uniform, duty belt, accessories and various other equipment is supplied by the reserve department.

As mentioned, reserve officers augment and assist the regular paid staff and are involved with several community events such as Newberg Kid's Safety Fair, Neighborhood Watch Meetings, Newberg Old Fashioned Festival and the Tigard Balloon Festival, to name a few. Additionally, reserve officers assist the patrol and investigative staff doing patrol functions such as responding to calls for service, making arrests, conducting limited investigations, surveillance, execution of search warrants, handling of prisoners and the like.

See attached Job Description for the position of reserve police officer for further information.

Closing date for applications is Friday, February 20th, 2015. Applications must be at the Newberg Police Department located at 401 E. Third St., Newberg, OR. 97132 by 5:00 p.m. on Friday, February 20th, 2015 to be considered.

While there is a great personal commitment to being a reserve police officer, the rewards are many and worthwhile.

Sincerely,

Todd Baltzell
Sergeant/Reserve Coordinator

Dispatch Phone: 503-538-8321
Desk Phone: 503-537-1227
E-mail: todd.baltzell@newbergoregon.gov