



**Newberg-Dundee
Police Department**

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

The Newberg-Dundee Police Department is currently recruiting for the regular full-time, non-exempt, represented position of:

Police Officer

**Salary: \$4461 - \$6278 per month (minimum 2% COLA 7/1/16)
Includes a full benefit package with PERS**

**Lateral hires will be placed within the salary range based on equivalent experience.
Opportunities exist for additional incentive pay.**

The Newberg-Dundee Police Department has a service population of approximately 26,000. The officers of this department are responsible for the thorough and ethical enforcement of the city ordinances of Newberg and Dundee, the statutes of the State of Oregon and to uphold the Constitution of the United States.

Minimum Requirements:

- High School Diploma or equivalent.
- Minimum age of 21 years at time of appointment.
- Possession of, or be able to obtain by time of hire, a valid Oregon Driver's License.
- Ability to read and write the English language.
- Ability to meet minimum DPSST standards for a certified police officer.
- Ability to provide documentation of United States citizenship by time of hire.

Selection Process:

Closing Date & Time: Wednesday, May 11, 2016 @ 4:30 pm

Written & Physical Test: Saturday, May 21, 2016 @ 9:00 am
Written test fee will be \$12, cash – exact change; receipt will be issued.

Oral Board Interviews: Wednesday, June 1 or Thursday June 2, 2016 @ 9:00 am

Testing Location: Chehalem Valley Middle School
403 W. Foothills Dr.
Newberg, OR 97132

Candidates must pass:

- Written Test (unless a Lateral applicant.)
- DPSST certified Oregon Physical Agility Test (ORPAT).
Candidates may wear athletic attire for the written test and ORPAT.
Video and test description <http://www.oregon.gov/DPSST/Pages/at/ORPAT.aspx>
- Oral board interview process
- Extensive background check which includes criminal history, credit check, and fingerprinting.
- Post offer, pre-placement medical exam with drug screen.
- Post offer, pre-placement psychological examination

Applications packets are available at:

Newberg Public Safety Building
401 E. Third Street
Newberg, OR. 97132

Or

An online application packet can be downloaded from the City's Website at:

<https://www.newbergoregon.gov/jobs>

Lateral applicants must submit a photocopy of their certificate of completion from a basic police academy. Resumes' may be included, but will not be accepted in lieu of a completed City of Newberg application. Please include your email address on your application as this is our preferred method of contact.

A completed City application and supplemental documents may be submitted by:

Email or scan in a PDF format to: newberg.recruitment@newbergoregon.gov

Fax to: 503.537.5013

Mail or drop of to: City of Newberg – Human Resources
PO Box 970
414 E. First Street
Newberg, OR. 97132

Questions may be directed to:

Captain Jeff Kosmicki at 503-537-1246, jeff.kosmicki@newbergoregon.gov or
Human Resources at 503.537.1261, nancy.mcdonald@newbergoregon.gov.

This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veteran's status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

POLICE OFFICER

GENERAL PURPOSE

Performs police patrol, investigation, traffic enforcement, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works rotating shifts performing patrol duty, traffic enforcement, and investigations, administers first aid when needed, apprehends and arrests persons involved in crimes, issues citations, and provides general public safety.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency and non-emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interviews suspects, witnesses and drivers. Preserves, collects and seizes evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol reports, influence reports, Intoxilyzer check list, bad check form, vehicle impoundment form, miscellaneous service report, types police reports with proper grammar, spelling and in a logical and appropriate manner consistent with law enforcement police reports.

Use computers for a variety of functions.

Undertakes community oriented police work, and assists citizens with such matters as crime prevention, group presentations, drug abuse resistance education, traffic safety, problem solving, etc.

Participates in investigating crimes, violations, infractions of city ordinances, obtains evidence and compiles information regarding crimes, prepares cases for filing of charges and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, city ordinances, traffic violations and crimes.

Coordinates activities with other Officers or other City departments as needed, exchanges information with Officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with Police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of Police operating activities.

Serves as a member of various employee committees.

May be assigned to perform the duties of a Police Detective, Traffic Enforcement Officer, Evidence Officer, School Resource Officer or Community Resource Officer. When assigned to perform one of these duties, the employee remains responsible to perform all duties listed within this position description, as well as those duties related to the special assignment.

Performs other duties as assigned by a department supervisor.

QUALIFICATIONS

Entry Level

- Minimum age of 21 years at the time of hire.
- Ability to provide documentation of United States citizenship by time of hire.
- Must be able to read and write the English language.
- Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License.
- Must pass at 75% or higher a DPSST-certified entry level written exam.
- Must pass DPSST Oregon Physical Abilities Test (ORPAT.)
- Must possess a DPSST Basic police officer certification within one year of hire.

Lateral Entry:

- Must meet all Entry Level requirements listed above;
- Must be able to be certified by DPSST as a Police Officer upon hiring.

Education and Experience:

- High school diploma or equivalent. A college degree in Police Science, Law Enforcement, Criminal Justice, Public Administration, or a related field preferred.
- Bilingual in English and Spanish is a plus.

Necessary Knowledge, Skills and Abilities:

- Knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Skill in operating the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow verbal and written instructions.
- Ability to learn the City's geography.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

Regular attendance is required.

Using the court case Brady vs. Maryland (1963) as a guideline, our employees must maintain the ability to provide credible testimony in a court of law. Employees must not have a record of untruthfulness, bias, or commission of crimes.

TOOLS AND EQUIPMENT USED

Must be able to proficiently and safely operate a Police car, Police radio, radar gun, AR-15 rifle, handgun, taser, baton, pepper spray and any other weapons or equipment issued by the Police Department. Typical examples of such equipment: handcuffs, Intoxilyzer, pager, Mobile Data Terminal, computer, spike strips, first aid equipment and computer utilizing a word processing program.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand; walk; run, use hands, finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

By use of weapon(s) or physical abilities and when lawful and justified, the employee must be able to make an arrest, protect self, protect co-workers, protect other persons, protect property, perform defensive tactics and physically control and detain suspects.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet while in the office, and moderately loud while in the field.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SELECTION GUIDELINES

Formal application - review of qualifications, written test, physical fitness test, oral interview, background investigation, medical examination with drug screen, and, psychological examination.