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 Accepting Applications for the position of

Recruit Police Officer

Lateral Police Officer

Three Full-Time Permanent Positions

Salary * $3705 - $5213 per month, with full benefits and PERS
(Lateral Candidates will be placed within the salary range based on experience)

Opportunities for Additional 5% bilingual pay for English / Spanish fluency, Intermediate and Advanced DPSST certification are available

The Newberg-Dundee Police Department has a service population of 24,715 people. 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.

Resumes' will not be accepted in lieu of a completed City of Newberg application.

Minimum Requirements:

- High School Diploma or Equivalent
- Must be 21 years old or older at time of appointment
- Must possess or be able to obtain by time of hire, a valid Oregon Driver's License
- Must be able to read and write the English language
- Must be able to meet minimum DPSST standards for a certified police officer within one year of hire
- Must be able to provide documentation of United States citizenship by time of hire

Selection Guidelines:

Opening Date:	**September 18, 2009**
Closing Date:	**October 09, 2009 / 5:00 pm**
Testing Dates:	**To Be Announced**

- Must pass a DPSST certified written test with a 75% score or higher
- Must pass the DPSST certified Oregon Physical Ablilites Test (ORPAT)

- Must pass an oral board interview process(es)
- Must pass an extensive background check, fingerprint, criminal history and drug screen tests

Applications are available at the Newberg Public Safety Building
401 E. Third Street, Newberg, OR. 97132

or

An online application can be downloaded from
http://ci.newberg.or.us/EmploymentApp.pdf or by visiting the City's Website

(Note: Release of Criminal History Records Check form is not required at the time application is submitted.)

Return the completed application to: Newberg-Dundee Police Department, PO Box 970, Public Safety Building, 401 E. Third Street, Newberg, OR. 97132. Lateral applicants must submit a photocopy of their certificate of completion from a basic policy academy with their applications. Questions may be directed to Lt. Jeff Kosmicki at 503-537-1246.

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.

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

Work rotating shifts performing patrol duty, traffic enforcement, investigations, administer first aid when needed, apprehend and arrest persons involved in crimes, issue citations, provide 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.

Interview and Interrogates suspects ,witnesses and drivers. Preserve, collect and seize 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, type police reports with proper grammar, spelling and in a logical and appropriate manner consistent with law enforcement police reports. etc.

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 (DARE), traffic safety, problem solving, etc.

Participates in investigating crimes, violation, infractions, city ordinance, obtaining evidence and compiling information regarding these crimes, preparing 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 provides general information about Department activities.

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, community resource officer, or Drug Abuse Resistance Education (D.A.R.E.) 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.

MINIMUM QUALIFICATIONS

Entry Level

General:

(A) Must be 21 years or older at the time of employment, (B) Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License; (B) Ability to meet all Department of Public Safety Standards and Training DPSST police officer standards; (C) Must pass at 75% or higher a DPSST certified entry level written exam;(D)

Must pass DPSST ORPAT physical fitness test. (E) Must possess a DPSST Basic police officer certification within one year of hire; (F) Must be able to meet minimum DPSST standards for a certified police officer within one year of hire; (G) Must be able to read and write the English language.

Education and Experience:

(A) High school diploma or equivalent, prefer a college degree in police science, law enforcement, criminal justice administration, public administration, or a related field; and
(B) Prefer bilingual in English and Spanish.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
(B) Skill in operating the tools and equipment listed below;
(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; 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 exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

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.

SELECTION GUIDELINES:

Formal application, written test, review of education and experience, oral interview, background investigation, psychological examination, drug screen, and final selection, as established on or before posting date.

Lateral Entry:

(A) Must be able to meet all Entry Level requirements listed above; (B) must complete same selection guidelines above, except for the written test; (C) must be able to be certified by D.P.S.S.T. as a police officer upon hiring.

TOOLS AND EQUIPMENT USED

Must be able to proficiently use 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 such as, handcuffs, Intoxilyzer, pager, Mobile Data Terminal, computer, spike strips word processing program and first aid equipment.

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 may be made to enable individuals with disabilities to perform the essential functions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 and 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 noisy while in the field.

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.

The job 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.