

EMPLOYMENT OPPORTUNITY

FULL-TIME POLICE OFFICER—TEAMSTERS UNION

COMPENSATION: \$26.37 - \$35.94 per hour (TEAMSTERS 2020/2021 Wage Scale)

CLOSING DATE: September 4, 2020 at 4:00 p.m.

The City of Tillamook is currently recruiting for the position of a full-time Police Officer. Tillamook City Police are part of the TEAMSTERS Union. ***Additional testing must be completed prior to the closing date of this announcement in order to be considered.*** Please see the attached information for details.

PURPOSE OF POSITION: As a certified police officer, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws, oversee police program areas that may require additional specialized training.

JOB QUALIFICATION REQUIREMENTS: Participate in competitive testing including physical fitness testing, reading comprehension, writing skills, written, physical/vision, hearing and psychological examinations, and be able to pass strict Police Department background investigation and drug testing. Must pass the pre-employment drug test. Must pass the pre-employment background check. Must be able to work periodic overtime and a variety of 24 hour rotating shifts including holidays and weekends. Ability to complete departmental recruit training course and to gain eligibility for Basic Certificate issued by the Oregon Board of Public Safety Standards and Training.

SPECIAL REQUIREMENTS AND LICENSE MENUS: Must be at least 21 years of age at time of appointment. Must meet Oregon's minimum standards to work as a law enforcement officer. Must possess and maintain a valid class "C" driver's license. No major traffic violations in the last three years, and not more than one major traffic violation during a lifetime. Ability to be certified as a police officer by the Department of Public Safety Standards and Training—DPSST Minimum Standards of Employment as a Law Enforcement Officer. Attendance and successful completion of the Police Academy and possession of DPSST Basic certificate required within one year of appointment.

DESIRABLE REQUIREMENTS: Previous college-level training or experience in law enforcement. Knowledge of the community and surrounding area. Previous training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS General level certification, etc. Bilingual (Spanish/English/American Sign Language).

Complete job description and application may be picked up at Tillamook City Hall, 210 Laurel Avenue, Tillamook between 8:00 a.m. and 4:00 p.m., Monday-Friday, or go to www.tillamookor.gov for announcement, job description and application. Questions: (503) 374-1828 or email

jchristensen@tillamookor.gov . **CLOSING DATE FOR APPLICATIONS IS September 4, 2020 at 4:00 p.m.**

EOE



EMPLOYMENT OPPORTUNITY—APPLICATION INSTRUCTIONS POLICE DEPARTMENT—ENTRY LEVEL & LATERAL

The Tillamook Police Department is currently recruiting for the position of Police Officer. **The process to apply has changed from prior recruitment rounds—please read all instructions carefully and be sure to complete each step.**

Please download and complete an application from the job listing here:
<http://www.tillamookor.gov>

Return your completed application to Tillamook City Hall by the closing date noted. The following delivery methods are acceptable:

- **In person or by mail**—Tillamook City Hall, Attention Human Resources, 210 Laurel Avenue, Tillamook, OR 97141
- **E-mail**— jchristensen@tillamookor.gov

An entry level exam and ORPAT test is required. Full testing services are now offered through National Testing Network, Inc. To schedule a test, go to www.nationaltestingnetwork.com, select Law Enforcement and sign up for the Tillamook Police Department.

What to expect at the www.nationaltestingnetwork.com website:

- Completion of the application process for testing
- Review all information related to the Tillamook Police Department police officer position, including minimum requirements, salary and benefits.
- Detailed information about the testing process for both the entry level test and ORPAT testing.
- Opportunity to take online practice tests at www.frontlinetest.com.
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays.
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam and ORPAT testing, all candidate scores are automatically forwarded to the Tillamook Police Department. Candidates who attain a passing score on both the entry level exam and the physical abilities (ORPAT) test will be placed on the department's eligibility list. Tillamook Police Department will contact candidates on the list and will invite them to continue to participate in other stages of the department selection process. **The City of Tillamook requires applications to be completed and turned in before the closing date on the posting.**

National Testing Network is a service provided to conduct entry level testing and ORPAT testing in a standardized, professional environment. National Testing Network does not replace the Tillamook Police Department's responsibility and decision making in the testing process. All candidate results are provided to the Tillamook Police Department where the final decisions are made.



City of Tillamook Application for Employment

Complete the entire application, or it will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:
Email Address:	Home Phone:	Work Phone: Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach DD214 for preference)
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply:		
<input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> /Walk-in <input type="checkbox"/> in Dept. of Labor <input type="checkbox"/> Website <input type="checkbox"/> _____ (please note which)		
<input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:		

SKILLS

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).

HR USE ONLY: Date Received: _____ Initials: _____



EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

WORK EXPERIENCE

Please detail your work history for the past 10-15 years. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment within the requested time period may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: The City of Tillamook reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To		<input type="checkbox"/> Full <input type="checkbox"/> part-time Part- If part-time, # hrs./wk: <input type="text"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	
Primary duties:		Reason for Leaving:	
		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	



Dates Employed (most recent position) From: To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="text"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	

Dates Employed (most recent position) From: To:		<input type="checkbox"/> Full <input type="checkbox"/> part-time If part-time, # hrs./wk: <input type="text"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	

Dates Employed (most recent position) From: To:		<input type="checkbox"/> Full <input type="checkbox"/> part-time If part-time, # hrs./wk: <input type="text"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate



Primary duties:

Reason for Leaving:

Attach additional copies of this sheet if necessary.

Professional Reference

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____

Personal References

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____



3. Name: _____ Years known: _____

Email address: _____

Phone number: _____

PLEASE READ CAREFULLY, INITIAL EACH ITEM AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:

- I certify that the information on this application and its supporting documentation is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials.
- I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.
- If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.
- I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS (Retirement System) or to an optional retirement program, if applicable.
- I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.



I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____

VOLUNTARY SUPPLEMENTAL INFORMATION:

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX: MALE FEMALE

Date of Birth _____ (mm/dd/yyyy)

RACIAL ORIGIN:

White (not of Hispanic origin)

Hispanic

Black (not of Hispanic origin)

Asian or Pacific Islanders

American Indian or Alaska Native





LOCATION: Tillamook, Oregon
DEPARTMENT: Police

JOB TITLE: Police Officer
SALARY: TEAMSTERS Union Contract

PURPOSE OF POSITION: As a certified police officer, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws, Oversee police program areas that may require additional specialized training.

ESSENTIAL JOB FUNCTIONS: Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles.

Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions. Direct traffic at accident/crime scenes as necessary. Perform CPR/First Aid as necessary.

Maintain written records and prepare reports regarding investigations, which are reviewed by supervisor and used for crime prevention, prosecution and office activities. Testify in court as necessary.

Conduct preliminary case/incident investigations and related follow-up activities; gather and preserve evidence; interview and take statements from victims and witnesses; interrogate suspects; and, prepare related reports and logs.

Maintain effective working relationship between adjacent law enforcement agencies. Provide assistance and back-up as requested. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

Perform crime prevention activities that include surveillance patrols and dissemination of information to the public. Participate in public relations programs that may include speaking to citizen and school groups, and public service efforts.

Make arrests; conduct searches; transport and release prisoners.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.



Job Title: Police Officer

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DESIRABLE REQUIREMENTS: Previous college-level training or experience in law enforcement. Knowledge of the community and surrounding area. Previous training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS General level certification, etc. Bilingual (Spanish/English/American Sign Language).

REQUIRED PHYSICAL DEMANDS: While performing the duties of this position. The employee is frequently required to sit, stand, communicate, listen, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

REQUIRED WORKING CONDITIONS: Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drug/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back. Must be available for rotating shifts including weekend assignments.

SUPERVISORY RESPONSIBILITIES: Supervisory responsibility is not a typical function assigned to this position. Provides training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Police Chief and receives additional direction from the Sergeant or other supervisors as assigned.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

