



RECRUITMENT NOTICE

POSITION: Officer

DEPARTMENT: Police

SALARY: \$49,400 - \$65,007 plus various premiums/incentives

CLOSING DATE: Monday, September 13, 2010

ESSENTIAL FUNCTIONS:

Responds to citizen reports of crimes, suspicious circumstances, civil problems, complaints, and requests for information either in person or verbally by telephone.

Patrols the City in a police vehicle, looking for criminal activity, traffic violations, and hazardous conditions - at times operating in heavy traffic and responding to emergency situations at higher than normal speeds while utilizing emergency lights and siren.

Prepares reports documenting information from citizens and investigations either while sitting in a patrol car or while sitting at a desk or table.

Enforces criminal statutes including arresting suspects, issuing criminal citations and testifying in court.

Interviews victims, witnesses, suspects, and others involved in investigations.

Enforces traffic laws including making stops of violators, questioning the violator, issuing verbal warnings or traffic citations, and documenting observations.

Collects physical evidence at crime scenes, documents and secures evidence and Requests scientific analysis when warranted.

Contacts citizens to provide public services, i.e., requests for information, requests for traffic accident reports, and referral to other service providing agencies.

Investigates motor vehicle accidents: securing the scene, directing traffic, interviewing involved parties, making observations, taking measurements, etc.

Participates in shift briefing and law enforcement related training in investigative techniques, new laws, defensive tactics, firearms, etc.

An application will not be processed for any of the reasons listed below. The applicant will be notified that a file will not be opened unless they provide mitigating information regarding one or more of these reasons.

DISQUALIFIERS:

An arrest record in any law enforcement database.

Acts of conduct, which would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the laws of the state and/or of the nation.

Conduct involving dishonesty, fraud, deceit or misrepresentation.

Intentional deception or fraud, or attempted deception or fraud in any application, examination, or other document.

Conduct that adversely reflects on the individual's fitness to perform as law enforcement officer.

Revocation of driving privileges or a felony or misdemeanor operator's license suspension within the last 5 years.

Operator's license infraction suspension within the last 3 years.

Any discharge less than honorable from a branch of the armed forces.

Conduct that is prejudicial to the administration of justice.

Conviction for:

- a minor in possession of an alcoholic beverage within the last 3 years.
- an open container of an alcoholic beverage within the last 3 years.

Conviction of:

- a major traffic offense or a DUII diversion within the last 5 years.
- three or more traffic violations including suspensions, within the last 3 years.

SPECIAL REQUIREMENTS:

- Minimum age of 21 years.
- U. S. Citizenship.
- Graduation from high school or the equivalent.
- Knowledge of the criminal justice system and federal, state and local laws.
- Possession of a valid driver's license with an acceptable driving record.
- Ability to utilize and maintain standard law enforcement equipment.

Ability to become an officer which includes, but is not limited to, the ability to pass a written exam, pre-screening interview, oral board, physical agility test, psychological exam, drug screen and an employment entrance medical exam. This comprehensive program of testing and examination will assess the person's ability to:

- understand complex oral and written instructions and act upon them accordingly.
- analyze situations quickly and objectively to determine course of action.
- think clearly and perform effectively in stressful or emergency situations.
- conduct criminal investigations and evaluate facts and information.
- communicate clearly and effectively in oral and written form.
- establish and maintain cooperative and effective relationships with government officials, agencies, employees and the general public; and, to familiarize oneself with the geography of the area.

The officer must have visual acuity (uncorrected or corrected) of 20/20 in both eyes combined normal color discrimination, normal binocular coordination, and normal peripheral vision; and the ability to:

- lift up to 25 pounds on a frequent basis and up to 50 pounds occasionally.
- occasionally run short distance sprints and longer distance runs.
- climb and descend stairs/structures; work in confined spaces.
- sit for a prolonged period of time.
- physically subdue combative individuals and dangerous animals.
- withstand various weather conditions and noisy environments.

APPLICATION PROCEDURE

To request a recruitment packet:

- 1) Call 503.691.0285, select option #8 – leave your mailing instructions and a contact phone number;
- 2) Send an email request to recruitment@ci.tualatin.or.us.
- 3) Visit our web site www.ci.tualatin.or.us to print the materials,

Materials may be returned by: FAX: 503.692.5421, email: recruitment@ci.tualatin.or.us; or mail: the City of Tualatin, 18880 SW Martinazzi Avenue, Tualatin, OR 97062. If you have

questions or need accommodation in the process, contact Human Resources at 503.691.3021.

The City of Tualatin is an Equal Opportunity Employer

CITY OF TUALATIN BENEFIT SUMMARY
POLICE OFFICER'S ASSOCIATION

July 1, 2010

VACATION:

1 to less than 3 years	12 days
3 to less than 5 years	14 days
5 to less than 10 years	17 days
10 to less than 15 years	20 days
15 or more years	22 days

SICK LEAVE: Twelve (12) days per year accumulates.

HEALTH & FITNESS:

The City pays on a tiered plan schedule for either Blue Cross Plan IB, PPO (\$200/\$100 deductible) Medical with Rx1, including Well Baby Care and VSP Vision or Kaiser Medical with Vision and Drug and either ODS, Willamette or Kaiser Dental Plan with orthodontia. Employee contribution to premium is determined by number of persons insured and the carriers selected.

The City has established an HRA-VEBA account with an initial one time contribution of \$500. It may be possible for other leave time and/or employee compensation to be directed to this account. Please contact Human Resources for specific plan information.

Recognizing that physical fitness is beneficial to the health and wellbeing of employees, in addition to lowering the potential costs of healthcare and work related injuries, a physical fitness incentive was established. Once per fiscal year employees will be required to participate in the DPSST certified ORPAT course. Those employees who successfully complete the ORPAT course in a time that is considered passing, will receive an incentive bonus subject to the IRS and Oregon payroll tax deduction. Employees who are newly hired, and who have passed the ORPAT as a condition of their employment process with the City of Tualatin, will receive the incentive for the year in which they were hired, beginning six (6) months after the date they were hired.

LIFE:

The City provides a policy of 1.5 times the officer's annual salary, up to a maximum benefit of \$50,000 (on/off-the-job coverage per ORS 243.025); and, an additional \$10,000 (on-the-job only coverage.)

DISABILITY: The City provides Long Term Disability Coverage for all employees.

RETIREMENT:

Public Employees Retirement System. The City pays both the employer contribution and the employee contribution (6.00%).

HOLIDAYS:

Police Department sworn employees are provided holidays on the basis of an In-Lieu-of Holidays plan. Employees receive eight (8) hours per month ILH time.



CITY OF TUALATIN

APPLICATION FOR EMPLOYMENT

18880 SW MARTINAZZI AVE.
TUALATIN, OREGON 97062-7092

PHONE: (503) 692-2000
TDD: (503) 692-0574
FAX: (503) 692-5421

(PLEASE PRINT OR TYPE)

Date of Application _____

Position Applied For: _____

Name _____
Last
First
Middle

Street Address _____
Number
City
State
Zip Code

Mailing Address _____
Number
City
State
Zip Code

Contact Phone _____ Contact Phone _____ E-mail _____
(Include area codes and indicate phone type: home, cell, work, etc.)
(please print clearly)

Education and Training

	Name and Location	No. of Years Attended	Type of Degree/ Certificate Received
High School/ Equivalent			
Vocational/ Technical			
College/ University			
Graduate/ Professional			

Licenses and Certificates

Description	Issuing Authority	ID#	Expiration Date
(Specialty certifications are required when stated on the recruitment notice.)			

List any special training, machine skills, office equipment, languages and other special skills you may have that are pertinent to the position for which you are applying.

Employment Experience

Start with your present or most recent job. Include military service assignments and volunteer activities.

Employer:		Phone:	
Address:	City:	State:	Zip:
Job Title:		Supervisor:	
Reason for Leaving:			
May we contact this Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Hours worked per week: _____	
Dates employed (month/year)	From:	To:	Hourly Rate/Salary: Starting: Final:
Work Performed:			
Employer:		Phone:	
Address:	City:	State:	Zip:
Job Title:		Supervisor:	
Reason for Leaving:			
May we contact this Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Hours worked per week: _____	
Dates employed (month/year)	From:	To:	Hourly Rate/Salary: Starting: Final:
Work Performed:			
Employer:		Phone:	
Address:	City:	State:	Zip:
Job Title:		Supervisor:	
Reason for Leaving:			
May we contact this Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Hours worked per week: _____	
Dates employed (month/year)	From:	To:	Hourly Rate/Salary: Starting: Final:
Work Performed:			

References

List the names of three persons, other than former employers and relatives,
having knowledge of your character, experience, or skills.

Name	Telephone:
Business:	Address:
Name	Telephone:
Business:	Address:
Name	Telephone:
Business:	Address:

Supplemental Information

Do you possess a valid Driver's License? STATE _____ # _____ (Unless a valid driver's license requirement is stated in the recruitment notice, you need not answer.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you legally eligible for employment in the US? Regular employment is contingent upon successful completion of an employment entrance medical exam and drug screen. Are you willing to take the exam and drug screen?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you able to perform the job requirements described in the recruitment notice? If "NO", would you be able to perform the job requirements described in the recruitment notice with a reasonable accommodation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
On what date will you be available for work? _____	
Referral Source: <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk-in/Employment Agency <input type="checkbox"/> Other _____	
* Applicants with disabilities who will require a reasonable accommodation in order to take any employment test must advise the City in advance and submit documentation of the need for the accommodation with the request.	

Please check box if you are enclosing a résumé with this application:

Applicant's Statement

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for on this application is cause for cancellation of the application and/or dismissal from employment. I understand that background or security checks will be conducted as deemed necessary. I authorize the City of Tualatin to make any necessary and appropriate investigations to verify the information contained herein.

Signature of Applicant

Date

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a disability.

Notes

State any additional information you feel may be helpful to us in considering your application.