

*This announcement is not an implied contract and may be modified or revoked without notice. Please refer to the job description for a complete listing of job duties and minimum qualifications.*

**CITY OF BAKER CITY  
NOTICE OF EMPLOYMENT OPPORTUNITY  
POLICE OFFICER  
April 2018**

**Characteristics:** Works on rotating shifts to perform patrol and/or investigation work to serve public, enforce laws, prevent crime, and protect life and property, in accordance with departmental policies and procedures. See attached job description for complete listing of duties.

**Salary Range:** \$4,214-\$4,749/month + 3% intermediate and 5% advanced certificate incentive pay and longevity pay incentives. Lateral candidates may be placed in the salary range D.O.E. In addition, vision, dental and medical insurance and retirement are added benefits.

**Minimum qualifications:** Meet all DPSST standard minimum qualifications for police officer. Must receive basic certification from DPSST within one year of appointment as police officer; attend police academy within 90 days after appointment; pass physical agility, written exam, a complete background check and psychological exam. Preference may be given to certified police officers. **Must be at least 21 years of age.**

**How to apply/questions:** To receive an application packet, please go to [www.bakercity.com](http://www.bakercity.com) or contact **Julie Smith**, Human Resources, Baker City Hall, 1655 First Street, PO Box 650, Baker City, OR 97814, phone # (541) 524-2033 email: [juliesmith@bakercity.com](mailto:juliesmith@bakercity.com).

**First Review of Applications:** April 30, 2018 4:00 p.m. PST

**Selection Process: Qualified applicants will be invited to a physical agility and written testing process.** Applicants must receive a 75% or better on any exam in order to be considered for the position. Applicants who pass the physical agility test will continue with the written test. Must pass ORPAT within a minimum of 5:30. Selected applicants will be invited to participate in the first round of the interviewing process. Certified Police Officers, depending on experience, may advance directly to the interview process.

Baker City operates under an affirmative action policy, and urges all qualified applicants, especially women, disadvantaged, handicapped, veterans, and minorities to apply. Employment offer is contingent upon background checks, passing a physical, psychological exam and drug test. Baker City is EEO employer.

## EMPLOYMENT INFORMATION

*Thank you for your interest in employment with the City of Baker City!*



It is a proven fact that people tend to live longer, more productive lives when they balance their work with a variety of interests, relaxation and recreation. We are pleased to have an opportunity to introduce you to Baker City (population approximately 10,000) and Baker County, one of the most innovative, progressive rural communities in the Pacific Northwest. Nestled in the heart of the Blue Mountain and Eagle Cap Mountain ranges, Baker County offers exceptional outdoor recreation, affordable housing, schools that still focus on education, safe streets, and a family oriented community.

**The City of Baker City is a great place to work!** We take pride in offering professionalism and exceptional customer service to the public and our fellow employees. We currently have 62 employees in 5 departments: Administrative Services, Building, Fire, Police, and Public Works. Baker City is governed by a 7 member volunteer Council, elected to two or four year terms and a Mayor elected for a two year term. The City Manager is then appointed by the City Council.

**The Baker City Police Department:** The mission of the Baker City Police Department is to work in partnership with our community members, to actively promote the safety and welfare of our citizens, along with enriching their quality of life through the delivery of professional police services. The Police Department is divided into two divisions, patrol and special operations. The patrol division has two teams of officers, who work twelve hour shifts, with two patrol officers on at all times. Each team is supervised by a Patrol Sergeant, who is responsible for all operational functions of their teams. The special operations division consists of investigations, community service/code enforcement, school resource officer, property room management and canine. Special Operations is supervised by the Lieutenant, who is also responsible for supervising our patrol sergeants.

### **City Benefits:**

- Health, vision and dental plans
- Life insurance
- Vacation and Holidays
- Participation in PERS

### **Equal Employment Opportunity:**

The City of Baker City is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status or disability.

### **Drug Free Workplace:**

The City of Baker City is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. Any offer of employment made to a potential new employee will be contingent upon the applicant passing a drug screening test, and, as required by law, some current employees will be required to participate in random, reasonable cause and post-accident drug and/or alcohol screening during the course of employment.

**CITY OF BAKER CITY**

**We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.**

**EMPLOYMENT APPLICATION  
FOR: POLICE DEPARTMENT**

**POSITION APPLYING FOR:** Police Officer

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE

**MAILING ADDRESS:** \_\_\_\_\_  
CITY STATE ZIP

**TELEPHONE #:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

Are you legally eligible for employment in the United States:  Yes  No

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?**  Yes  No If Yes, explain below in "REMARKS". (Exclude those cases processed in juvenile court and minor traffic violations.) Conviction does not necessarily disqualify you from employment.

**REMARKS:** \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION RECORD (If now in school, please include present term.)**

Name and Location of High School: \_\_\_\_\_

If not a high school graduate, do you have a Certificate of Equivalency (GED)?  YES  NO

E D U C A T I O N	SCHOOL	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate	Degree or Diploma
	Graduate					
	College					
	Business/Trade/Technical					
	High School					
	Elementary					

**LIST ANY SPECIAL TRAINING, LICENSES, CERTIFICATES, MACHINE SKILLS, OFFICE EQUIPMENT, LANGUAGE OR OTHER SPECIAL SKILLS YOU MAY HAVE THAT ARE PERTINENT TO THE POSITION TO WHICH YOU ARE APPLYING, INCLUDING YOUR VEHICLE OPERATOR'S LICENSE NUMBER & STATE.**

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**MILITARY - Did you serve in the U.S. Armed Forces:  Yes  No If Yes, in what Branch? \_\_\_\_\_**

**Describe any military training received relevant to the position for which you are applying:**

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

Name	Address	Business	Telephone No.
1.			
2.			
3.			

**EMPLOYMENT HISTORY - Beginning with your present or most recent job, describe your work experience during the past TEN years. In addition, list any other prior experience related to the duties of the position for which you are applying. Also include all non-paid or volunteer work.**

FILL IN THE FOLLOWING IN DETAIL

Present or Last Employer:

<b>1</b>	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week: ____)
	Reason for leaving:		

2	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week: _____)
Reason for Leaving:			
3	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week: _____)
Reason for Leaving:			
4	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week: _____)
Reason for Leaving:			

We may contact the employers listed above unless you indicate those you do not want us to contact.

**Do Not Contact**

Employer Number(s): \_\_\_\_\_ Reason: \_\_\_\_\_

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

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**NOTE TO APPLICANTS: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes  No

**PRE-EMPLOYMENT DRUG TESTING**

Pre-employment testing will be required of any qualified applicant as a consideration of employment. Those applicants considered as final candidates for employment with Baker City will be required to undergo testing and will not be considered for employment if the results are positive. Refusal to submit to a drug test will be deemed voluntary withdrawal of candidate's application for employment.

**APPLICANT'S STATEMENT:**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby consent and authorize the release of any and all information regarding past employment and activities, including but not limited to, evaluations or assessment of my performance, attendance records, and educational/training records.

I hereby release all parties and persons from all liability and/or claims now or in the future arising from the furnishing of any information, including good faith expressions of opinion, to the City of Baker City as requested. I further agree not to sue the City of Baker City or any and all other persons employed by or connected with my previous employers or organizations as a result of the furnishing of any information, including good faith expressions of opinion to the City of Baker City.

I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Baker City, Oregon.

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Signature of Applicant

Date

**VOLUNTARY SURVEY  
AFFIRMATIVE ACTION – NON DISCRIMINATION**

Periodically we may be required to file reports on the sex, ethnicity, disability, veteran and other protected status of employees.

This data is collected to enable us to comply with Affirmative Action responsibilities and other legal requirements.

**YOUR PARTICIPATION IN THIS SURVEY IS STRICTLY VOLUNTARY.**

Name				Social Security Number	
Check one		Check one			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	White <input type="checkbox"/>	Hispanic <input type="checkbox"/>	American Indian/ Alaskan Native <input type="checkbox"/>	
		Asian/ Pacific Islander <input type="checkbox"/>	Other <input type="checkbox"/>		





7. Describe why you want to work in this profession.

8. What type of “community relations” experience do you have?

9. Please give your definition of a team player and provide a specific example of how you work as a team player.

10. Describe your experience in making public presentations.

11. Why should you be the person we hire for this position?

## **POSITION DESCRIPTION**

CLASS TITLE: PATROL OFFICER

Department: Police

Union: Baker City Police Association

July 2013

Class Number: P7/Base-5

Location: Baker City

Police Department

### CHARACTERISTICS OF THE CLASS:

Works on rotating shifts to perform patrol and/or investigation work to serve public, enforce laws, prevent crime, and protect life and property, in accordance with departmental policies and procedures.

### SUPERVISION RECEIVED:

Works under direct supervision of a superior officer who reviews work for conformance to orders and departmental policies and procedures.

### SUPERVISION EXERCISED:

May act as officer in charge on assigned shift and subsequently supervise and direct subordinate departmental personnel.

NOTE: It is not the intent of this description to list every task involved in this position; those listed 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.

### ESSENTIAL FUNCTION TASK STATEMENTS/DUTIES AT THIS TIME:

1. Patrols community to preserve the peace, provide services to the public, enforce laws, control vehicular traffic, prevent crimes, protect life and property; checks windows and doors in business district and investigates suspicious conditions or situations; makes arrests, issues citations; may impound animals.

2. Receives citizen complaints; prepares accurate and complete reports, investigates or assists in investigation of misconduct involving misdemeanors, felonies or other violations of city, state, and applicable federal laws and accidents; interviews complainants, witnesses, suspects and victims.
3. Responds to emergency radio calls and investigates accidents, crimes, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, and abuse or drugs. Takes appropriate law enforcement action. Prepares daily activity reports and logs; operates communication equipment such as telephone, teletype, and radios to receive and transmit information and dispatch personnel as needed.
4. Serves warrants, subpoenas, juror summons, civil papers; assists in apprehension of wanted subjects; appears in court to present facts on cases including criminal, civil and juvenile cases and acts as prosecuting attorney on minor cases; accompanies prisoners to court appearances when in custody.
5. Assist disabled motorists; provides escorts; provides directions to public; may be required to assist injured or disabled with first aid administration.
6. Works harmoniously and effectively as a positive, cooperative, team-oriented member with public, co-workers, subordinates, and supervisors.

#### PERIPHERAL DUTIES

7. May be required to attend classes and various training sessions in police procedures and new practices and methods.
8. Assists as assigned with public and school liaison programs such as Drug Abuse and Bicycle Safety; assists other law enforcement agencies in investigative, informational or tactical capacity as needed.
9. Maintains departmental equipment, supplies and facilities.
10. Maintains contact with general public, court officials and other City officials in the performance of police operating activities.

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that she or he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

#### NECESSARY KNOWLEDGE, SKILL, AND ABILITIES:

##### Knowledge of:

Business English, spelling, composition, computers/word processing and typing.

##### SKILLS:

Operate motor vehicle, valid Oregon Driver's license with good driving record for insurance purposes.

##### ABILITIES:

##### Ability To:

- Learn and apply current and new investigative techniques and police patrol methods;
- Learn crime prevention methods and techniques;
- Learn to extract information through interview processes;
- React quickly and calmly in emergency or crisis situations and mentally and physically operate in same;
- Deal effectively with juveniles;
- Learn operation of communication equipment such as telephone, teletype and radios;
- Be a certified Oregon Police Officer through DBPST and apply gained skills effectively in police situations.
- Write concise, accurate, comprehensive reports and maintain logs, reports and records.
- Learn and enforce city ordinances, county, state and applicable federal laws;
- Learn geographical layout of city and location of key businesses;

- Follow written and oral instructions;
- Work harmoniously and effectively with public, co-workers, subordinates and superiors;
- Learn how and when to demonstrate personal trait qualities of persuasion, patience, perseverance, thoroughness, independent decision making, friendliness, firmness, and flexibility;
- Maintain good physical condition that allows efficient use of equipment, and performance of duties;
- Learn judicial system procedures, policies, jurisdictions and terminology
- Learn, understand, and follow departmental policies and procedures;
- Learn supervisory skills;
- Learn operation of police emergency equipment;
- Obtain and maintain current first aid card and administer first aid;
- Learn use and care of firearms;
- Mentally and physically handle physical force, assault, and verbal abuse.

#### TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment, capstun and soft body armor.

#### PHYSICAL DEMANDS:

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 is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to 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. 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 and exposure to communicable diseases through related investigative duties.

#### OTHER REQUIREMENTS:

Residency within 15 minutes of City limits; Shift work with 12 hour shifts; may be required to work holidays; since police work is in a 24-hour capacity, may be required to respond to emergency call when off duty; or may be required to act in official capacity while off duty.

#### MINIMUM QUALIFICATIONS:

Meet all DPSST standard minimum qualifications for police officer; if certification is not required at time of hire, must receive basic certification from DPSST within one year of appointment as police officer; attend police academy within 90 days after appointment; pass physical agility, written and oral exams, background check and psychological exam. Preference may be given to certified police officers. **Must be at least 21 years of age.**

Applicant must have knowledge, skills and abilities listed above or show equivalent combination of related education and experience which demonstrates provision of said knowledge, skills and abilities.

This 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.

In addition, no employee shall impose a direct threat to him/herself or others.