

*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 LIEUTENANT  
October 2018**

**Characteristics:** Supervises all sworn officers in the patrol of the community, enforcement of laws and ordinances, crime prevention, life and property protection; acts as training officer and crime prevention officer; performs in personnel administration capacity; acts in capacity of the police chief in the absence of the chief.

**Salary Range:** \$4,800-\$5,617/month. Lateral candidates may be placed in the salary range D.O.E. In addition, vision, dental and medical insurance and retirement are added benefits.

**Relocation Pay:** Competitive relocation costs may be provided to the selected candidate.

**Minimum qualifications:** Associates degree or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; certified police officer of the State of Oregon or certified in current state; completion of supervisor DPSST course within 1 year of appointment; minimum of seven years of police experience, to include three years of supervisory experience; or any combination of experience and educational training that demonstrates provision of the knowledge, skills, and abilities listed in the position description.

**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:** Applications will be reviewed as they are received; open until filled.

**Selection Process:** Formal application, rating of education and experience; oral interview and reference check; post offer background check, physical exam, and drug test; other job related tests may be required.

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
- Relocation Costs
- Signing Bonus

### **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 Lieutenant

**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

	SCHOOL	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate	Degree or Diploma
E D U C A T I O N	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:		
Employing firm			

	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
<b>2</b> Specific Duties:		Part Time: Yes (Hours per week:____)
Reason for Leaving:		
Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
<b>3</b> Specific Duties:		Part Time: Yes (Hours per week:____)
Reason for Leaving:		
Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
<b>4</b> Specific Duties:		Part Time: Yes (Hours per week:____)
We may contact the employers		<b>Do Not Contact</b>

those you do not want us to contact.

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

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

**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.

\_\_\_\_\_  
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				
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"/>	

## **Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

I, \_\_\_\_\_ **am claiming Veterans' Preference and certify that I am eligible to do so.**       **5 points**       **10 points**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**If you have any specific questions please contact Human Resources  
541-524-2033 or [juliesmith@bakercity.com](mailto:juliesmith@bakercity.com)**

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job post.



## POSITION DESCRIPTION

CLASS TITLE: Police Lieutenant

Department: Police Class Number: P3/Base-4  
Management Non Union/Confidential Date: 6/2014 Location: Police Department

### CHARACTERISTICS OF THE CLASS:

Supervises all sworn officers in the patrol of the community, enforcement of laws and ordinances, crime prevention, life and property protection; acts as training officer and crime prevention officer; performs in personnel administration capacity; acts in capacity of the police chief in the absence of the chief. The Police Lieutenant is an integral part of the Police Department who is expected to be a problem solver and independent thinker.

### SUPERVISION RECEIVED:

Works under the supervision of the Police Chief, who outlines duties and reviews performance for conformance with departmental policies and standards.

### SUPERVISION EXERCISED:

Exercises general supervision over subordinate officers and the Code Enforcement Officer.

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. Acts as direct supervisor of sergeants, and in absence of sergeant, supervises patrol officers and code enforcement officer including planning organizing, and coordinating their activities, evaluating personnel performance or reviewing performance evaluations, assigning duties and determining training needs; conducts or supervises internal investigations and administers discipline; performs uniform, vehicle and equipment inspections.
2. Instructs and trains officers on enforcement of laws and ordinances, crime prevention, patrol procedures, special work assignments and departmental rules and regulations; maintains related records and forms.
3. Prepares a variety of written reports including crime, incident and accident reports, budgets, personnel evaluations and training programs in a concise and timely manner. May be assigned preparation of comprehensive departmental plans, policies or procedure manuals and reports.
4. Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

5. Directs operations at major crime scenes and emergency situations, ensuring conformance with interagency agreements and other policies/guidelines
6. Promptly responds and resolves citizen questions and complaints and speaks at various community events on a variety of community oriented topics. Works cooperatively with other law enforcement agencies to provide appropriate and effective police services.
7. Maintains the required standard of confidentiality for departmental and City-wide issues.
8. Works harmoniously and effectively as a positive, cooperative, team-oriented member with public, co-workers, subordinates, and supervisors.

#### OTHER IDENTIFIED TASK STATEMENTS/DUTIES

9. Works uniform patrol on an as-needed basis.
10. Approves officer's reports on an as-needed basis.

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that s/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:

##### Considerable Knowledge Of:

- Modern law enforcement principles, procedures, techniques and equipment;
- Crime prevention techniques;
- Applicable laws, ordinances and departmental rules and regulations;
  - Personnel administration, supervision, evaluation and training techniques;
- Training requirements and availability;
- Geographical layout of city;
- First aid administration;
- DPSST and law enforcement data system standards, rules and regulations;
- Departmental filing procedures;

##### SKILLS:

- Operate motor vehicle, valid Oregon driver's license with good driving record;
- Operate tools and equipment listed below;
- Operation and cleaning of firearms;

##### ABILITIES:

- Assess departmental needs and make recommendations relating to personnel, materials, equipment and training needed;
  - Maintain departmental files in conformance with departmental policies and procedures;

- Perform inspections of personnel and equipment to ensure conformance with departmental policies and procedures;
- Derive pertinent information from public, co-workers and records;
- Effectively motivate personnel performance; recognize lack of personnel effectiveness and bring it about;
  - Work harmoniously and cooperatively with public, co-workers, subordinates, city administrators and city officials;
  - Handle physical assault and verbal abuse;
  - React calmly and quickly in an emergency situation;
  - Mentally and physically handle a crisis situation;
- Understand and follow oral and written instructions;
  - Perform recurring tasks with little or no supervision and make decisions independently in accordance with departmental policies and procedures;
  - Maintain first aid card;
  - Make public speaking presentations and communicate effectively with public;
  - Work under pressure;
- Organize and plan own work schedule and those of subordinate staff to meet work flow demands in timely and efficient manner;
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making.
  - Perform essential functions of this position with or without accommodation.

#### TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Breathalyzer, first aid equipment, video tape equipment and cameras, evidence collection devices and related police tools and equipment; personal computer including word processing software;

#### ENVIRONMENTAL CONDITIONS:

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 moderate.

#### OTHER REQUIREMENTS:

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 and hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or

operate objects, controls, or tools listed above; 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. Must meet DPSST vision requirements. Shift work with 40 hour work week.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; certified police officer of the State of Oregon; completion of mid-management DPSST course within 1 year of appointment; minimum of seven years of police experience, to include three years of supervisory experience; or any combination of experience and educational training that demonstrates provision of the knowledge, skills, and abilities listed above.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; post offer physical exam, psychological exam, vision exam and drug test; other job related tests may be required. 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.

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