



HOOD RIVER POLICE DEPARTMENT

**211 Second St
Hood River, Or 97031
541-387-5256**

Open Date: 7-31-20

Close Date: 8-24-20 @ 5pm

Job Posting:

POLICE OFFICER - HOOD RIVER, OR – Pop. 8305. Salary (entry) \$4942/mo. \$5906/mo. DOQ, bilingual Spanish preferred, with excellent benefit package. Candidates for position must pass written, physical agility, and psychological tests, as well as a background investigation and pre-employment drug screening. Applications and a full position description may be obtained at City of Hood River Administration, 207 Second St, Hood River OR 97031, or by calling (541) 387-5212 or at www.cityofhoodriver.gov. Applications may be emailed to d.cheli@cityofhoodriver.gov, hand-delivered or mailed to City of Hood River Administration. Applications must be received by August 24th at 5PM. Notification of time and location for the testing will be included in the application packet as well as posted on the website at www.cityofhoodriver.gov. Applicants will also receive information via mail and email. All applicants must attend this testing. EOE/AA.

Process:

Written & Physical Test
Oral Board
Chief's Interviews
Conditional Job Offer
Background Investigation
Psychological Screening
Physical Exam
Pre-Employment Drug Screen

POSITION DESCRIPTION

Class Title: Police Officer

Department: Police

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

Supervision is not a normal responsibility of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list is not intended to be all inclusive. Generally, an employee in this position is at times required to:

- Work on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct;
- Work an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance;
- Maintain normal availability by radio or telephone for consultation on major emergencies or incidents;
- Carry out duties in conformance with Federal, State, County, and City laws and ordinances;
- Patrol 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;
- Perform community caretaking functions;
- Respond to emergency radio calls and investigate traffic crashes, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and to take appropriate law enforcement action;
- Interrogate suspects, witnesses and drivers. Preserve evidence, arrest violators. Investigate and render assistance at crash scenes. Summon ambulances and other law enforcement assistance. Take measurements and draw diagrams of scenes;
- Conduct follow up investigations of crimes committed during assigned shift. Seek out and question victims, witnesses and suspects. Develop leads and tips. Search scenes of crimes for clues. Analyze and evaluate evidence. Prepare cases for giving testimony and testify in court proceedings;

- Prepare a variety of reports and records including reports of investigations, field interview reports, alcohol influence reports, breathalyzer check lists, bad check forms, vehicle impoundment forms, traffic hazard reports, and other law enforcement reports and forms;
- Undertake community oriented police work, and assist citizens with such matters as crime prevention, drug abuse education, traffic safety, and other related functions;
- Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities;
- Coordinate activities with other officers or other City departments as needed, exchange information with officers in other law enforcement agencies, and obtain advice from the City Attorney, District Attorney, Municipal Prosecutor, and Municipal and Circuit Court Administrators, regarding cases, policies and procedures, as needed and assigned;
- Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

PERIPHERAL DUTIES

- Maintains departmental equipment, supplies and facilities;
- Serves as a member of various employee committees.

QUALIFICATIONS

ENTRY LEVEL:

An employee in this position must: Be 21 years or older at time of employment; Not have any felony convictions or other disqualifying criminal history; be a U.S. citizen, or be able to attain citizenship within 12 months of hire; be able to read and write the English language meeting the minimum standard as set by the Oregon Department of Public Safety Standards and Training (DPSST); be of good moral character, having temperate and industrious habits; be able to learn the applicable laws, ordinances, and departmental rules and regulations; be able to communicate both orally and in writing; be able to establish and maintain effective working relationships with the general public, police department personnel, and personnel from other City departments and other agencies; be able to follow verbal and written instructions; be able to learn the City's geography; be able to exercise sound judgment in evaluating emergency and non-emergency situations and in making decisions; be able to perform duties on self-initiating basis without constant and/or direct supervision.

Education and Experience:

- High school diploma or equivalent. An Associates or Bachelor's degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field is preferred;
- An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Some knowledge of, or ability to learn, modern law enforcement principles, procedures, techniques, and equipment;
- Some skill in operating the tools and equipment listed below;

LATERAL ENTRY:

- Must be able to meet all Entry Level requirements listed above;
- Must have at least 12 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application;
- Successful completion of Department of Public Safety Standards and Training requirements and hold a Basic Police Officer certification.

SPECIAL REQUIREMENTS

The employee must possess, or be able to obtain by time of hire, a valid driver's license, must attain and maintain basic first aid and CPR certifications, and must have the ability to pass the DPSST standard ORPAT physical agility test at time of hire or prior to completing DPSST police academy after hire;

TOOLS AND EQUIPMENT USED

Police vehicles, police radio, radar and lidar, tint meters, digital cameras, audio and video recording devices, handgun and other weapons as required, electronic control devices, side handle or ASP baton, handcuffs, breathalyzer, first aid equipment, computers and related records management and word processing software, and other law enforcement tools and 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 and talk or hear. The employee is occasionally required to stand; walk; 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.



HOOD RIVER POLICE DEPARTMENT

Thank you for applying for a position within our agency. We are providing you some examples of the testing we will be conducting in this hiring process; so you can better prepare yourself and perform to your potential.

We do not accept test scores or ORPAT times which you have received at other hiring processes. In order to be considered for a position within our agency, you must take the tests administered by our agency staff.

It is important to be well rested and prepared on the day of the testing. Please wear athletic apparel to the testing. We will administer a timed written test followed by the ORPAT physical agility test. In order to be considered for the position, you must complete each section of the written test with 70 percent accuracy or better. Failure to achieve 70 percent in any section of the test will result in disqualification.

You must pass the ORPAT test within the prescribed time to continue in the hiring process. In order to help you prepare, we have provided some links to information available on the internet. We use the Standard & Associates POST exam. Several study guides are available on-line to help you prepare for the test. Each section is timed and is comprised of a series of questions related to: reading comprehension, mathematics, grammar, and report writing skills. Below is a link to the Oregon Police Academy's website which describes the ORPAT physical agility test along with suggestions on how to prepare for it.

<http://www.oregon.gov/DPSST/Pages/at/ORPAT.aspx>

We look forward to meeting you and thank you for your interest in the Hood River Police Department. Any questions can be directed to:

Hood River Police Dept
541-387-5256, Main Office

CITY OF HOOD RIVER

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

POSITION: POLICE OFFICER

INSTRUCTIONS: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. **PLEASE PRINT**, except for signature on back of application. All information you give on this application will be held in strict confidence. **NOTE: Application will be rejected if not signed.**

PERSONAL DATA

Last Name

First Name

Middle Name

Present Street Address

City

State

Zip Code

Home Telephone / Cell Phone Number

E-Mail Address

When are you available for employment?

Will you be at least 21 years of age on April 15, 2017? Yes _____ No _____

How did you hear about this position? _____

GENERAL INFORMATION

Do you have a valid driver's license? Yes _____ No _____

Driver's License Number _____ State _____

Are you a U.S. citizen? Yes _____ No _____

If you are not a U.S. citizen, are you able to obtain U.S. citizenship within one year of the hire date?

Yes _____ No _____ N/A _____

Have you ever been convicted of the following:

Driving under the influence of intoxicants (within the last 3 years) Yes _____ No _____

2 or more charges of driving under the influence of intoxicants? Yes _____ No _____

Within the last 2 years have you been convicted of Reckless drive, Attempt to elude, Fail to perform the duties of a driver (Hit and Run), Felony driving while suspended or revoked? Yes _____ No _____

Domestic Violence Assault? Yes _____ No _____

A felony charge? Yes _____ No _____

Any crime involving controlled substances? Yes _____ No _____

Have you ever served in the armed services? Yes _____ No _____

If you answered yes, did you receive an honorable discharge? Yes _____ No _____

EDUCATION

Name, address and location of school	Highest grade completed	Did you graduate?
High School: _____ _____		
College or University: _____ _____ Major: _____ Degree: _____		
College or University: _____ _____ Major: _____ Degree: _____		
Additional Educational/Vocational/Technical Training	Courses	Completed
School _____ School _____ School _____		

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. If you worked in any position under another name, please give name(s).

Please give month and year. Attach additional details as needed – indicate volunteer/career.

Name of Employer, Address, City, State, Zip Code	Name of last supervisor	Employed From To
Title:	Telephone:	
Reason for leaving:		
Duties:		
Name of Employer, Address, City, State, Zip Code	Name of last supervisor	Employed From To
Title:	Telephone:	
Reason for leaving:		
Duties:		
Name of Employer, Address, City, State, Zip Code	Name of last supervisor	Employed From To
Title:	Telephone:	
Reason for leaving:		
Duties:		

REFERENCES

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

I certify the information in this application and attachments are true and complete to the best of my knowledge. I am aware that any falsification, misrepresentation or omission may result in my disqualification for employment or discharge from employment. I authorize my present and previous employers to release information regarding my job performance. I also authorize the hiring agency to obtain information of any past criminal activities through a police background investigation. I hereby waive my rights to claims or damages against any employer, police agency and the hiring agency, its officers, agents and employees, in regard to this exchange of information concerning my past history and employment.

Signature _____ Date _____



HOOD RIVER POLICE DEPARTMENT Veteran's Preference Form

Overview: Under Oregon Law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate.

- This completed form and the required documentation must be submitted at the time you submit your employment application.
- Completed forms may be submitted via mail, email, fax or in person and be received prior to 5pm on the closing date listed in the job posting.

*Please check the appropriate statement as it applies to you (see Section A on page 1 for **Qualified Veteran Questions**, and Section B on page 2 for **Qualified Disabled Veteran Questions**).*

- A. **QUALIFIED VETERAN QUESTIONS:** You may claim five (5) Veteran's Preference points if you can check at least one box in the section below and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225(d)

- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon for service in the Armed Forces of the United States. "Active duty" does not include attendance at a school under military order, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard Unit.

B. **QUALIFIED DISABLED VETERAN QUESTIONS:** You may claim ten (10) Veteran's Preference points if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 and 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veteran's Affairs. To order the letter, call 1-800-827-100 and request a public employment preference letter.

ORS 408.225(d)

- 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 Veteran's Preference points and certify that the above information is true and correct. I understand any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

I, _____ am claiming Veteran's Preference and certify that I am eligible to do so.

- 5 Points 10 Points

Signature: _____ Date: _____

Position Applied For: _____

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.



HOOD RIVER POLICE DEPARTMENT ADMINISTRATION OF VETERANS PREFERENCE POINTS

In accordance with Oregon law, veterans who meet the minimum qualifications and any special qualifications for a position may be eligible for veteran's preference in public employment.

Individuals may claim either 5 points as a qualified veteran (non-disabled) or 10 points as a qualified disabled veteran, but not both. Individuals must provide a completed Veteran's Preference Form to be entitled to the veteran's preference.

APPLICATION PROCESS

All applications accepted.
Everybody is invited to the testing without prejudice.
No points are assigned to any applicant at this juncture in the selection process.

POST Exam

Veteran Applicants successfully completing each section with a score of at least 70% will be awarded 5 additional points for the test.
Disabled Veteran Applicants successfully completing each section with a score of at least 70% will be awarded 10 additional points for the test.

ORPAT (5:30 pass) There is no numeric or point value given for this test. The ORPAT is a pass / fail test.

Oral Board

Veteran 5 points added to the cumulative oral board score
Disabled Veteran 10 points added to the cumulative oral board score

Chief's Interview

Veteran 5 points added to interview score
Disabled Veteran 10 points added to interview score



HOOD RIVER POLICE DEPARTMENT

Tentative Time Line for Hiring Process

Opening Date: July 31, 2020

Closing Date: August 24, 2020

All Dates from this point forward are **TENTATIVE**. We provide these dates to our applicants to be transparent and be considerate of their time.

Testing (ORPAT & POST): August 29, 2020

Location: Hood River Fire Department 1785 Meyer Pkwy Hood River, OR 97031

Time: ORPAT/physical testing will begin at **9:00am**. Athletic clothing is recommended.
The written (POST) test will be administered upon completion of the ORPAT

We will abide by COVID-19 social distancing guidelines if they are still in place at the time of testing.

Oral Board Interview: September 9, 2020

Chief's Interview: September 11, 2020

Conditional Job Offer: September 16, 2020

Background Investigation: TBD

Pre-Employment Screenings: TBD

Tentative Hire Date: October 19, 2020

Lateral Police Officer candidates may have a sooner start date