



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through **INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

**POSITION:** Airport Law Enforcement Officer  
Redmond Police Department

*Duties include but are not limited to:*

Sworn Law Enforcement Officer performs law enforcement work occurring at the Redmond Airport. Provides a law enforcement presence in the Airport Terminal and at the Airport Terminal Gate. Enforces federal, state, and local laws. (Job Description Attached)

**SALARY RANGE:**

\$24.05 per hour

*This is an Hourly, Part-time, Non-represented position.*

**MINIMUM QUALIFICATIONS:**

Must be 21 years or older at the time of employment; must possess, or obtain at time of hire, a valid Oregon State driver's license without record of suspension or revocation in any state; felony convictions and disqualifying criminal histories within the past seven years are not allowed; U.S. citizen; must be able to read and write the English language; must be of good moral character and pass a thorough background investigation.

High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or An equivalent combination of education and experience.

Knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Ability to learn the applicable laws, ordinances, and department rules and regulations; to perform work requiring good physical condition; to communicate effectively orally and in writing; to establish and maintain effective working relationships with the public, peers and supervisors; to exercise sound judgment in evaluating situations and in making decisions; to follow verbal and written instructions; to meet the special requirements listed below.

Successful completion of a certified Law Enforcement Academy or equivalent and previous certification as a Law Enforcement Officer from a state Law Enforcement certifying agency.

Annual successful completion of training and/or refresher training sessions in Use of Force and Firearms (to include range qualification), Criminal Law updates, Emergency Vehicle Operations (if operating a city owned vehicle), Arrest Procedures, Civil Rights, and any other training deemed necessary by the department.

***“Using the court case Brady vs. Maryland (1963) as a guideline, our employees must be able to render credible testimony in a court of law. Employees must not have a record of untruthfulness, bias, or commission of crimes.”***

**HOW TO APPLY:**

***Request application packet from:***

Oregon Employment Dept, Redmond Office  
2158 SE College Loop, Suite B  
Redmond, OR 97756  
Phone: (541) 548-8196 x324  
Fax: (541)548-6379  
E-mail: Charlene.V.Miller@state.or.us

**CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST** (indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Friday, January 25, 2008**. Faxes are acceptable if received by the deadline and are complete.

*Only those applicants who are selected to participate in the testing and interview process will be notified.*

**Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.**

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Airport Law Enforcement Officer  
**DEPARTMENT:** Police  
**SALARY GRADE:** Hourly  
**EMPLOYEE GROUP:** Part-time, Non-benefit

### **PURPOSE OF POSITION:**

Sworn Law Enforcement Officer performs law enforcement work occurring at the Redmond Airport. Provides a law enforcement presence in the Airport Terminal and at the Airport Terminal Gate. Enforces federal, state, and local laws.

### **ESSENTIAL JOB FUNCTIONS:**

Performs security patrols and law enforcement functions at the Redmond Airport.

Works an assigned detail using own judgment in deciding course of action, being expected to provide proper initial response to difficult and emergency situations while requesting assistance from regular patrol officers as required and maintaining communication as necessary with on duty watch commander or Airport Police Captain.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances; Preserves evidence. Arrests violators as situation may require. Summons ambulances and other law enforcement and other emergency vehicles to assist with injured persons.

Primary duty is to preserve peace and safety and to act as a witness in reporting incidents to full time law enforcement.

Prepares required reports and records which may include officer's Daily Log. May participate in the investigation of criminal law violations occurring at the Redmond Airport, assists in obtaining evidence and compiling information; testifying in court, and other related activities regarding these crimes.

Conducts patrol or security activities as required, report observed violations of law and/or suspicious activities.

Exchanges information with officers in other law enforcement agencies as needed.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations.

Attends Airport Police meetings as scheduled; participates in training as required to maintain law enforcement duties at the Airport.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

Must be 21 years or older at the time of employment; must possess, or obtain at time of hire, a valid Oregon State driver's license without record of suspension or revocation in any state; felony convictions and disqualifying criminal histories within the past seven years are not allowed; U.S. citizen; must be able to read and write the English language; must be of good moral character and pass a thorough background investigation.

High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or An equivalent combination of education and experience.

Knowledge of modern law enforcement principles, procedures, techniques, and equipment.  
Ability to learn the applicable laws, ordinances, and department rules and regulations; to perform work requiring good physical condition; to communicate effectively orally and in writing; to establish and maintain effective working relationships with the public, peers and supervisors; to exercise sound judgment in evaluating situations and in making decisions; to follow verbal and written instructions; to meet the special requirements listed below.

Successful completion of a certified Law Enforcement Academy or equivalent and previous certification as a Law Enforcement Officer from a state Law Enforcement certifying agency.

Annual successful completion of training and/or refresher training sessions in Use of Force and Firearms (to include range qualification), Criminal Law updates, Emergency Vehicle Operations (if operating a city owned vehicle), Arrest Procedures, Civil Rights, and any other training deemed necessary by the department.

**Special Requirements or Licenses:**

Must possess, or obtain within 30 days of hire, a valid Oregon Driver's License without record of suspension or revocation in any State; Must possess a safe driving record; Selected candidate must pass a thorough background investigation and psychological examination.

***“Using the court case Brady vs. Maryland (1963) as a guideline, our employees must be able to render credible testimony in a court of law. Employees must not have a record of untruthfulness, bias, or commission of crimes.”***

**Desirable Requirements:**

Basic First Aid

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a responsibility of this position; may assist in training other employees in the same position.

**SUPERVISION RECEIVED:**

Work is normally performed under the general supervision of the on duty senior officer or Airport Police Captain, who assigns and reviews work for conformance to laws and departmental rules and regulations. The employee works indirectly under the command of the Redmond Police Chief.

**TOOLS AND EQUIPMENT USED:**

Police car (if duty function requires operation of police vehicle), police radio, phone, handgun and other weapons as required, side handle baton, handcuffs, first aid 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.

Police Officers may lift, drag or carry items up to and including a human being; perform clerical work, including prolonged sitting; work under mental or physical intensity for brief periods of time or up to several hours; drive patrol vehicles for short periods of time; crawl on hands and knees; run short distances at high speed or long distances requiring endurance; be involved in physical altercations with one or more individuals while making an arrest; physically capable of intervening in fights, disturbances or altercations while defending self, fellow employees, public and participants; jump and or climb over obstacles; walking and or standing for periods up

to 8 hours; perform basic first aid; and work in close proximity with others.

**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 normally works inside the Airport terminal. The employee occasionally works near moving mechanical parts.

The noise level in the Airport Terminal environment is quiet to moderate. During certain emergency response or police activities noise levels may be high.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the City of Redmond Hearing Conservation Program.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the City and the temp employee and is subject to change by the City as the requirements of the job change.**

*Ron Roberts*  
Police Chief

*Sharon Harris*  
Human Resources Director

*January 1, 2007*  
Date

**Adopted: February 1, 2002**  
**Revised: May 1, 2006**