



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**

**▪ The City of Redmond is establishing an ongoing eligibility list ▪**

**POSITION:** Police Officer  
Redmond Police Department

*Duties include but are not limited to:*

Performs law enforcement and crime prevention work including patrol and investigation; enforces federal, state and local laws; does related law enforcement activities as required. (Job Description Attached)

**SALARY GRADE:**

Grade 7: \$3919 – \$4763 per month

Grade 7: Intermediate Certification: \$4115 - \$5002 per month

Grade 7: Advanced Certification: \$4321 - \$5252 per month

*Excellent City benefit package when eligible. This position is represented by the Redmond Police Officer's Association.*

**MINIMUM QUALIFICATIONS:**

Must be 21 years or older at the time of employment; must possess, or be able to obtain by 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.

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; to learn the City's geography; to meet Department's physical standards.

***"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

**THIS IS AN ONGOING RECRUITMENT**

\*Applications will be collected and screened monthly\*

\*Physical agility and written tests will be conducted quarterly\*

**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. Faxes are acceptable if 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.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Mike Viegas at (541) 504-3032, 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:** Police Officer  
**DEPARTMENT:** Police  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 7  
**EMPLOYEE GROUP:** Association / Represented

### **PURPOSE OF POSITION:**

Performs law enforcement and crime prevention work including patrol and investigation; enforces federal, state and local laws; does related law enforcement activities as required.

### **ESSENTIAL JOB FUNCTIONS:**

Works 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.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols 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' and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for evidence. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, intoxilyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, traffic safety, etc. Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Justice Court Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

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.

**Auxiliary Functions:**

Maintains departmental equipment, supplies and facilities. Maintains contact with general public, court officials, and other City officials in the performance of police operating activities. Serves as a member of various employee committees.

**JOB QUALIFICATION REQUIREMENTS:**

**Mandatory Requirements:**

Must be 21 years or older at the time of employment; must possess, or be able to obtain by 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.

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; to learn the City's geography; to meet Department's physical standards.

**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.

Possession of or ability to acquire within one year a Department of Public Safety Standards and Training (DPSST) basic certificate.

Ability to meet police physical fitness standards.

***“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:**

Some knowledge of modern law enforcement principles, procedures, techniques, and equipment. Skill in operating the tools and equipment listed. Basic emergency first aid.

**SUPERVISION RECEIVED:**

Work is normally performed under the general supervision of a Lieutenant who assigns and reviews work for conformance to laws and departmental rules and regulations.

**SUPERVISORY RESPONSIBILITIES:**

Although supervision is not normally a responsibility in this classification, employees may be requested to provide work guidance and/or training to recruit or reserve officers.

**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 long periods up to several hours; 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.

**TOOLS AND EQUIPMENT USED:**

Computer, including Word and spreadsheet applications, law enforcement software; typewriter; calculator; fax machine; telephone system; copy machine; police radio equipment, VCR, TV, overhead projector. This position requires the use of a Police car and other City vehicles. Other law enforcement equipment including radar gun, handgun, and other weapons as required, side-handle baton, handcuffs, breathalyzer, pager, first aid equipment.

**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 job 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 office environment is quiet and usually moderate in the field environment. Except during certain emergency response or police activities when 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 employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*Ron Roberts*  
Police Chief

*Sharon Harris*  
Human Resources Director

*January 1, 2007*  
Date

**ADOPTED: April 24, 1990**  
**REVISED: July 1, 2001; January 26, 2005**