



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

VOLUNTEER POSITION: Police Reserve Officer
Redmond Police Department

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

This is a Volunteer, Non-paid position

MINIMUM QUALIFICATIONS:

High school diploma, or equivalent. Must be 21 years or older at the time of assignment; must possess, or be able to obtain by time of assignment, 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.

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."

SELECTION PROCESS:

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

1st Process: Physical agility testing, and written exam will be held in Saturday, July 9, 2011 with oral interviews to follow the week of July 11, 2011.

2nd Process: Those candidates who are selected from the 1st process will complete a criminal background investigation and other pre-participation requirements in August/September 2011.

3rd Process: Candidates who successfully pass the selection process and are selected for the Police Reserve Program will take part in the Central Oregon Police Reserve Academy beginning February 2012. This academy will run through November 2012, with a summer break during July and August. The total duration of the academy is over 400 hours. The academy is every Tuesday and Thursday night for 4 hours with an additional 8 hours every Saturday. Participants are expected to attend each session. Those participants who have completed a reserve academy elsewhere can request to have their training evaluated for equivalency.

HOW TO APPLY:

Request application packet from:

DeAnne Wakefield – HR/Admin Specialist

City of Redmond

E-mail – deanne.wakefield@ci.redmond.or.us

Phone: (541) 923-7713

Fax: (541) 923-7736

To be considered, submit complete application packet including **POLICE RESERVE APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST** (indicating why you want to be considered for this volunteer position) to the following address:

Police Reserve Recruitment
City of Redmond
716 SW Evergreen Ave.
Redmond OR 97756

Applications must be received by City of Redmond Human Resources Department ***no later than 5:00 PM, Friday, June 24, 2011.*** Electronic submissions and faxes are NOT accepted.

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, volunteer or employment. The City of Redmond makes selection 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 volunteer/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:	Police Reserve Officer
DEPARTMENT:	Police
FLSA STATUS:	Volunteer
SALARY GRADE:	Non-paid
EMPLOYEE GROUP:	Volunteer Police Reserve Program

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 reserve committees.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

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

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 assignment, 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 Central Oregon Reserve Academy 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:

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

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, reserves 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 a reserve 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 Reserves 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 reserves and police officers, 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 a reserve 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 reserve frequently works in outside weather conditions. The reserve 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 reserve and is subject to change by the employer as the needs of the employer and requirements of the job change.

Dave Tarbet
Police Chief

Sharon Harris
Human Resources Director

MAY 17, 2007
Date

ADOPTED: October 1, 1986
REVISED: July 1, 2006; February 1, 2007; May 17, 2007; June 2, 2011