



## CERTIFIED/LATERAL POLICE OFFICER

Base Pay (Certified / Lateral): \$4,836 - \$6,174 per Month DOE

The McMinnville Police Department is recruiting to fill a vacancy for Lateral (Certified) Police Officer, bilingual English / Spanish preferred. Individuals who are looking for varied opportunities in law enforcement and to serve a growing community are encouraged to apply.

**Lateral (Certified) Police Officers** perform law enforcement and crime prevention work including discovery, investigation, report preparation, and patrol to enforce federal, state, and local laws. This classification oversees police program areas, which may require additional specialized training.



### ***Essential Duties and Responsibilities for Lateral Police Officer***

- Patrols streets, businesses, and residential areas to enforce traffic and criminal laws. Issues warnings or citations for violations.

Performs security checks for suspicious persons or vehicles.

- Responds to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and takes appropriate actions. Directs traffic at accident/crime scenes as necessary. Performs CPR/First Aid as necessary.
- Maintains written records and prepares reports regarding investigations, which are reviewed by a supervisor and used for crime prevention, prosecution, and office activities. Testifies in court as necessary.
- Conducts case/incident investigations and related follow-up activities; gathers and preserves evidence; interviews and takes statements from victims and witnesses; interrogates suspects; and, prepares related reports and logs.
- Maintains effective working relationships between co-workers and other law enforcement agencies. Provides assistance and back up as requested. Facilitates the release of appropriate information to other law enforcement agencies, social service agencies, the media, and citizens in regards to on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.
- Performs community policing activities such as meeting with individuals and groups to discuss crime prevention techniques. Collaborates with citizens, businesses, and other community resources to jointly solve crime and livability problems. Participates in public relations programs, which may include

speaking to citizen and school groups, and public service efforts.

- Makes arrests, conducts searches, and transports and releases prisoners.
- Oversees Department program areas as assigned, e.g., Reserve Academy, Neighborhood Watch, Bike Patrol, Cadet or Reserve Program, Instructor, firearms Training, K-9, etc.

### ***Required Qualifications and Preferred Experience and Training for Lateral Police Officer***

In addition to the above qualifications and abilities, at time of hire the Lateral Police Officer shall have:

- Equivalent to high school graduation plus completion of DPSST basic law enforcement training.
- Shall be a Certified Police Officer.

### ***Knowledge, Skills, and Abilities***

#### **Knowledge of:**

- Police practices and procedures;
- Investigative methods and techniques;
- Federal, state and local laws;
- Firearm use and safety precautions;
- Emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code and procedures affecting driving;
- Use of force laws and procedures, and defensive tactics methods and techniques; and
- Knowledge in officer safety techniques and practices.

#### **Skills in:**

- The use of personal computers and communication equipment such as radios, telephones, facsimile machines, etc;
- The use and care of firearms and other defensive equipment;
- Effective communication (written and oral);
- Emergency vehicle operation, tactical driving techniques and defensive driving techniques;

- Defensive tactic methods and techniques; and
- Utilizing officer safety techniques and practices.

#### **Ability to:**

- Project a professional image while managing changing demands on time, skills and resources;
- Make decisions necessary to safeguard life and property under stressful conditions;
- Establish and maintain effective working relationships with diverse individuals and groups;
- Remain flexible and adapt to changing circumstances and demands;
- Identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources;
- Foster positive interaction between the community and the Police Department; and
- Make formal presentations in a variety of public meetings, and participate in public committee meetings.

### ***Working Conditions and Physical Demands***

Work locations are in all types of indoor and outdoor environments. Lateral Police Officers have contact with individuals who may become violent and/or combative, may be under the influence of drugs/alcohol, may be mentally ill, or may have communicable diseases. Lateral Police Officers will operate police vehicles and may be required to sit/stand for extended periods while performing various duties. Lateral Officers are subject to 24-hour duty callback and court callback and must be available for rotating shifts including weekend assignments.

While performing the duties of Lateral Police Officer, employees are frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position of Lateral Officer requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis and moving adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are

required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations in order to perform the essential job functions.

- 10. Motorcycle Officer 5.0%
- 11. 12-Hour Shifts at Base Rate (Lateral)  
\$4,836 - \$6,174 per Month

**Benefits**

The City of McMinnville provides a generous benefit package that includes:

- Medical, dental, and vision insurance.
- City-paid life insurance.
- City-paid disability insurance.
- Sick leave earned at the rate of eight hours per month.
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates at 3, 5, 10, 15, and 21 years.
- Ten paid holidays and 24 hours of floating holiday time annually.
- Full, City-paid participation in the Public Employees Retirement System (OPSRP).
- Certification, education, bilingual, and other incentives.
- Opportunities for on-going professional development.
- Options to participate in the credit union and deferred compensation plan.
- Pay incentives after twelve (12) months, except for bilingual pay which is available upon passing the exam.
  - 1. Advanced Certificate 8.0%
  - 2. Detective (excluding sergeant) 5.0%
  - 3. Intermediate Certificate 4.0%
  - 4. Associates of Arts / Science Degree from an accredited institution 2.0%
  - 5. Bachelor of Arts / Science Degree from an accredited institution 4.0%
  - 6. Bilingual in Spanish with a street level fluency 5.0%
  - 7. Field Training Officer (FTO) 5.0%
  - 8. Canine Handler (as per Article 22) 5.0%
  - 9. Non-sworn training personnel 5.0%

**The Application Process**

A City of McMinnville Police Department Employment Application will be required. The application may be obtained at [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov). City applications may be returned to:

Erica Thomas, Administrative Specialist,  
230 NE Second Street,  
McMinnville, Oregon 97128

They may also be faxed to 503-472-4104 or emailed to [Erica.Thomas@mcminnvilleoregon.gov](mailto:Erica.Thomas@mcminnvilleoregon.gov).

***The recruitment period for this exciting career opportunity is Monday, May 22, 2017 through Friday, July 7, 2017. The first review of applications will be on June 14, 2017.*** Subsequent reviews and interviews will occur as applications are received through the end of the recruitment period – July 7, 2017

***PLEASE NOTE: The application process will close on July 7, 2017 at 5:00 pm. To be included in the first review, the applicant must have completed and submitted the application by June 14, 2017 at 5:00 pm.***

If you have any questions about the recruitment process, you may call Human Resources at (503) 434-2328 or e-mail: [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov).

**Tentative Testing Schedule**

Chief’s interviews will begin shortly after the end of the first review period (June 14, 2017) and will continue through the end of the recruitment cycle.

## ***Equal Opportunity Employer***

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling Erica Thomas at (503) 434-2328 or by e-mailing her at [Erica.Thomas@mcminnvilleoregon.gov](mailto:Erica.Thomas@mcminnvilleoregon.gov).



***Note: This announcement is intended only as a general description of the Police Officer position and hiring process and is subject to change. It does not constitute either an expressed or implied contract.***