



Job Announcement for the position of
Police Recruit
Police Department
City of McMinnville

Salary: \$4,820 per month, depending on qualifications; multiple incentives available plus hiring bonus
Shift: 12 hour
Job Type: Full-time
Closing Date: N/A
Location: City of McMinnville Police Department
(121 SW Adams St., McMinnville OR 97128)
Application: Complete FrontLine National test, ORPAT test, and personal history questionnaire through National Testing Network.

Definition:

The City of McMinnville's Police Department seeks Police Recruits to join our department and continue our tradition of excellence, service, integrity, dedication, and humility. Police Recruits train in law enforcement techniques, policies, and procedures as they relate to the City of McMinnville Police Department.

About the Department:

The City of McMinnville's Police Department consists of Community Support Services, Field Operations/Patrol (Patrol Division, Honor Guard Program, K-9 Program, Traffic Safety Team, and Reserve Officer Program,) and Special Operations Division (Yamhill County Interagency Narcotics Team, School Resource Officer Program, Professional Standards, Accreditation, and Training Program).

The City and the Community:

Situated in the western part of Oregon's agriculturally rich Willamette Valley, McMinnville is a growing town of nearly 35,000 residents. McMinnville is in the heart of Oregon's wine country and is close to the Oregon Coast, Portland, and Salem. The City is home to Linfield College and a satellite campus of Chemeketa Community College.

Public Safety in Yamhill County is managed in a collaborative manner. The City's police department works cooperatively with the County, neighboring law enforcement agencies, fire departments, and emergency medical service providers. Officers can count on interagency collaboration on a variety of calls and cases. We pride ourselves in our ability to work effectively with our law enforcement neighbors.

Duties and Responsibilities:

A Police Recruit receives classroom instruction and participates in field training exercises, which include but are not limited to:

- Weaponry and associated safety practices;
- Federal and state laws relating to arrest, search and seizure, traffic, and narcotics;
- Operation of various equipment, including radio and other equipment used in police activities;
- The use of proper force continuum relating to a variety of situations
- Personal defense and self-protection in physical confrontations, recognition of safety hazards and the exercise of caution in police actions;
- Evaluation of public safety situations and determining the appropriate action to be taken, anticipation of situations and problems, and the initiation of effective strategies;
- Operation of police vehicles and vehicle safety in normal and emergency situations;
- Communication techniques used in dealing with a variety of people in various situations using persuasion, tact, self-restraint, common sense, judgement, strategy, and interpersonal skills;
- Case/incident investigations related to police activities, policies and procedures regarding the collection and preservation of evidence, and interview techniques with witnesses and victims;
- Community policing and other crime prevention strategies;
- Report writing;
- Interpretation of complex documents; collection, organization, and analysis of information and the application of results to police activities;
- Interpersonal working relationships with other law enforcement agencies, social service agencies, and the media;
- Observation and recall of facts and details;
- Administration of first aid and CPR;
- Proper courtroom testimony and demeanor;
- Confidentiality of police information;
- Physical conditioning appropriate to the performance of assigned duties and responsibilities.

Other Job Functions:

- Maintains department-issued equipment;
- Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility;
- Maintains work areas in a clean and orderly manner.

Required Qualifications and Preferred:

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

- Equivalent to high school graduation
- Valid Oregon driver's license

Knowledge, Skills, and Abilities:

Ability to:

- Train in the application of laws, regulations, police practices, and procedures;
- Train in investigation methods and techniques;
- Train in the use of weaponry and associated safety practices;
- Accurately observe and recall information;
- Quickly assess situations and make logical decisions;
- Exercise emotional control;
- Understand and execute oral and written instructions;
- Communicate in a clear, concise manner;
- Establish and maintain effective work relationships with coworkers, other law enforcement agencies, and the public;
- Train in emergency vehicle operation, tactical driving methods, defensive driving techniques, the vehicle code, and procedures affecting driving;
- Train in use of force laws and procedures;
- Develop skill in defensive tactic methods and techniques;
- Develop officer safety skills.

Physical Demands and Working Conditions:

While performing the duties of Police Recruit, employees are frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position of Police Recruit 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.

Compensation, Benefits, and Incentives:

The starting salary for a Police Recruit is \$4,820 per month.

The City's benefits package includes:

The City of McMinnville provides a generous benefits 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.
- Nine 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.
 - Advanced Certificate 8.0%
 - Detective (excluding sergeant) 5.0%
 - Intermediate Certificate 4.0%
 - Associates of Arts / Science Degree from an accredited institution 2.0%
 - Bachelor of Arts / Science Degree from an accredited institution 4.0%
 - Bilingual in Spanish with a street-level fluency 5.0%
 - Police Training Officer (FTO) 5.0%
 - Canine Handler (as per Article 22) 5.0%
 - Non-sworn training personnel 5.0%
 - Motorcycle Officer 5.0%
 - 12-Hour Shifts at Base Rate (Lateral) \$4,836 - \$6,174 per Month

The Application Process:

All application materials are collected through the National Testing Network:
<https://www.nationaltestingnetwork.com/publicsafetyjobs/>

Call (503) 434-2328 or email hr@mcminnvilleoregon.gov with questions regarding this recruitment.

Tentative Selection Schedule:

The recruitment period will remain open until the position is filled.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need a reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Erica Thomas, the ADA Coordinator (see the phone number and e-mail address listed above). This is not an implied contract and may be modified without notice.