



Position Announcement

The City of Hermiston is accepting applications for a

Entry Level

Police Officer

The City of Hermiston is currently accepting applications for the position of Entry Level Police Officer salary range \$5,134 - \$6,931/mo. (plus additional incentives such as: 5% bilingual pay, \$150/mo AA degree and/or \$250 BA degree, additional collateral assignments at \$250/mo etc.)

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

This position requires a high school diploma or equivalency. A valid Oregon driver's license and proof of an acceptable driving record are required. Ability to obtain a Department of Public Safety Standards and Training (DPSST) Basic Police Certificate.

The full description of duties and application packet can be obtained online at <https://www.hermiston.or.us/jobs> .

Interested candidates must submit a City of Hermiston Employment Application and resume, including verifiable work experience and proof of certifications to the City of Hermiston, Attn: Human Resources, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: cinnners@hermiston.or.us.



Where Life is Sweet

Contact: Crystal Inners
Human Resource Specialist
Phone: 541-667-5008
Fax: 541-567-5530
cinnners@hermiston.or.us



Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Police Officer

Department: Police

General Statement of Responsibilities

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

Supervision Received

Works under the general supervision of a Police Sergeant who assigns and reviews work for conformance to laws and departmental rules and regulations.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel as Field Training Officer (FTO).

Examples of Duties - Essential Functions

1. 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.
2. Responds to calls, including major crimes, civil complaints, thefts, assaults, family disputes, juvenile complaints, and takes appropriate action maintaining complete confidentiality of privileged information.
3. Maintains written records and prepares reports necessary for accident and crime investigations, crime prevention, prosecution and office activities.
4. Investigates traffic accidents which includes checking for injured persons, administering emergency first aid, and controlling the accident scene to insure the safety of all persons.
5. Conducts investigations and interrogations; gathers evidence and takes statements of victims, suspects, witnesses, bystanders, neighbors/friends, etc. Coordinates with police special units.
6. Serves criminal warrants, applicable court orders, subpoenas and testifies in court.
7. Assists disabled motorists; provides information and direction to the public.
8. Performs crime prevention activities which include surveillance patrols and dissemination of information to the public.
9. Makes arrests, books and searches prisoners; transports prisoners; releases prisoners.

10. Provides specialized police duties which may involve assignments to special units on a short or long-term basis.
11. Participates in public relations programs which may include speaking to citizen and/or school groups.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. Possession of a Department of Public Safety Standards and Training (DPSST) Basic Police Certificate or ability to obtain within one year of employment.

Knowledge of: Considerable knowledge of applicable federal, state and local laws and ordinances; English grammar and spelling; some knowledge of investigatory procedures and the gathering and preservation of evidence; interviewing and interrogating techniques.

Skills: The safe operation of law enforcement equipment including firearms and motor vehicles; administering basic emergency first aid; use of office equipment.

Ability to: Communicate effectively both orally and in writing; understand and appropriately act on oral and written instructions; work independently and perform appropriately and effectively in emergency situations; make decisions quickly based on knowledge available; prepare complete, accurate reports; deal tactfully with the public; maintain effective working relationships with other employees, supervisors, other city departments and law enforcement agencies, and the public; adapt to changing situations and priorities; physically perform assigned work; work all shifts assigned on a rotating basis.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for less than half of the daily work period (about 30%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and driving; and while moving equipment, tools, and office supplies. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. Requires intermittent standing in work areas or crime scenes, walking or running in rough, uneven outside environments, participating in physical defensive tactics training, conducting high speed driving, handling criminal suspects, and walking between work areas. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Working Conditions: *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 position, the employee is primarily working outdoors. The noise level in the work environment is usually moderate and lighting is adequate. Intermittently exposed to hazardous physical substances at crime scenes, disturbances, or while training with or actually applying chemical agents or visual-audible distraction devices, may be exposed to airborne/blood borne pathogens and ill and/or contagious individuals, loud noises associate with sirens, firearms, and other weapons, and smoke or chemical inhalation. Employees may interact with upset staff, the mentally ill, and/or public and private representatives in interpreting and enforcing departmental policies and procedures. May be subjected to dangerous, violent, or life-threatening environments.

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