



City of Umatilla



The City of Umatilla is recruiting for a Certified Police Officer. The Certified Police Officer position performs general law enforcement and crime prevention work that includes patrolling designated areas, investigating criminal matters and enforcing federal, state and local ordinances. This position requires police officer certification through the Department of Public Safety Standards and Training (DPSST). Applicants must be at least 21 years of age, have no criminal record, have a good driving record, be a U.S. citizen and have a high school diploma or equivalent. Salary \$58,488-72,816/yr. DOQ plus excellent benefits. City is asking applicants to turn in an application and DPSST Critical & Essential Tasks acknowledgement. Information and job description can be found on City of Umatilla's website www.umatilla-city.org. Complete packets can be mailed to City of Umatilla, Attn: Human Resources, PO Box 130, Umatilla, OR 97882 or turned in directly at City Hall, 700 6th St, Umatilla, OR. Closing date: 4:00pm on February 12, 2021. EOE/AA.



Umatilla Police Department

Job Title:	<i>Certified Police Officer</i>	
Reports To:	<i>Police Sergeant</i>	
Department:	<i>Police Department</i>	
Location/Base:	<i>Police Department</i>	
Full-time		Nonexempt

Job purpose

The Police Officer position performs general law enforcement and crime prevention work that includes patrolling designated areas, investigating criminal matters and enforcing federal, state and local ordinances. Work is generally performed under the direct supervision of the Sergeant who assigns and reviews work for conformance to laws, departmental policies and procedures.

Duties and responsibilities

The primary job duties and responsibilities listed are illustrative only and are not all inclusive of this position.

- Required to patrol streets, businesses and residential areas to enforce traffic laws, criminal laws and city ordinances.
- Required to respond to calls which may include major crimes, civil complaints, thefts, assaults, family disputes, juvenile complaints and other service related instances and take appropriate action to remedy those situations.
- Maintain written records and prepare reports necessary for accidents, criminal investigations, crime prevention, prosecution and other department requirements.
- Investigate traffic crashes which include checking for injured persons, administering emergency first aid and controlling the crash scene to ensure the safety of all persons.
- Conduct investigations and interrogations by gathering evidence and taking statements of victims, suspects, witnesses, bystanders, and any other persons who may be involved in the situation.
- Serve criminal warrants, court orders, subpoenas and testify in court matters as needed.
- Assist disabled motorists and provide information and direction to the public in a professional manner.
- Perform crime prevention activities which may include surveillance patrols and dissemination of information to the public.
- Make arrests, book, search, transport and release prisoners.
- Provide specialized police duties which may involve assignments to special units on a short- or long-term basis.
- Maintain proficiency in the use of police related equipment which includes firearms and motor vehicles.
- Participate in public relations programs which may include speaking to large and small groups of adults and children.

Qualifications

Qualifications include:

- Police Officer certification through the Department of Public Safety Standards and Training (DPSST)
- Knowledge of applicable Federal, State and local laws and ordinances
- Knowledge of adult and juvenile judicial procedures
- Knowledge of department policy and procedures
- Ability to communicate both orally and in writing in English
- Ability to understand and appropriately act on English oral and written instructions.
- Ability to make decisions quickly based on the knowledge and training available
- Prepare complete, accurate forms and reports
- Deal tactfully with the public in a courteous, respectful manner
- Maintain effective working relationships with other employees, supervisors, other city departments, other law enforcement agencies and the general public
- Ability to adapt to changing situations and priorities

Working conditions

This job requires a person to work in special working conditions such as various hours of work, including weekends and holidays. Other special working conditions may include a range of circumstances from regular evening and weekend work, shift work, working outdoors and working with challenging and potentially violent clients and situations.

Physical/Special requirements

- At times, this job can be physically demanding and may be required to carry, drag or restrain individuals from 50-300 pounds and lift in excess of 50 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be 21 years of age and a U.S. citizen.
- Must have any combination equivalent to graduation from high school or GED program.
- Must pass a written test, oral interviews, medical physical exam and psychological exam.
- This position requires police officer certification through the Department of Public Safety Standards and Training (DPSST) within eighteen (18) months of appointment.
- Must have a safe driving record and possess a valid driver's license.
- Must reside within 20 minutes of the Umatilla city limit boundary.
- Must be able to pass an extensive background check that includes criminal, financial and character checks.

Direct reports

Although supervision is not normally a responsibility of this position, Police Officers may be requested to provide work guidance and/or training to other personnel.

Approved by:	<i>Chief Darla Huxel</i>
Date approved:	<i>02-20-2019</i>
Reviewed:	<i>01-15-2021</i>

CITY OF UMATILLA

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status

P E R S O N A L	Last Name	First	MI	Date
	Street Address			Home/Mobile Telephone
	City, State Zip			Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and year _____			Social Security #
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work? _____
	Other special training or skills (language, machine operation, etc.)			

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of years completed	Did you Graduate?	Degree or Diploma	
	Graduate					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade Technical					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary					<input type="checkbox"/> Yes <input type="checkbox"/> No	

Membership in Professional or Civic Organizations <i>(Exclude those which may disclose your race, color, religion or national origin)</i>

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name	Telephone
	Address	Employed – (Month and year)
	Name of Supervisor	Pay
	Job Title and Work Description	Reason for Leaving

2	Company Name	Telephone
	Address	Employed – (Month and year)
	Name of Supervisor	Pay
	Job Title and Work Description	Reason for Leaving

3	Company Name	Telephone
	Address	Employed – (Month and year)
	Name of Supervisor	Pay
	Job Title and Work Description	Reason for Leaving

4	Company Name	Telephone
	Address	Employed – (Month and year)
	Name of Supervisor	Pay
	Job Title and Work Description	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", in what Branch?
Describe any training received relevant to the position for which you are applying.		

DO NOT ANSWER ANY QUESTIONS IN THIS SECTION UNLESS THE BOX IS CHECKED

If the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship and disability. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status and sexual preference.

<input checked="" type="checkbox"/>	Provide dates you attended school:	Elementary From _____ To _____	Number of dependents, including yourself <input type="checkbox"/>
	High School From _____ To _____		Are you a Vietnam veteran <input type="checkbox"/>
	Other (give name and dates)		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/>	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Date of Marriage <input type="checkbox"/>
			Are you a U.S. Citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	What was your previous address?		How long at present address? <input checked="" type="checkbox"/> _____ Years
			How long at previous address? <input checked="" type="checkbox"/> _____ Years
<input type="checkbox"/>	Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" with what employers?		<input checked="" type="checkbox"/> Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment is subject to verification of age.
<input checked="" type="checkbox"/>	Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe in full.		
<input type="checkbox"/>	State names of relatives and friends working for us, other than your spouse.		
<input type="checkbox"/>			
<input type="checkbox"/>			

S I G N A T U R E	The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.
	I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.
	If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

	Date

	Signature

Conduct Investigations

- Advise persons of their Constitutional rights as legally required
- Comply with legal parameters
- Conduct criminal surveillance
- Conduct drive-by identification applying appropriate legal parameters
- Conduct follow up investigations of violations of law
- Investigate incidents, evaluate information and evidence to determine if there is sufficient grounds to believe a violation of law has occurred
- Evaluate information, evidence and observations to determine if legal grounds exist to arrest persons without a warrant
- Interview (talk with) people to obtain information
- Listen closely to interviewee to ensure full understanding
- Observe people to detect signs of deception, manipulation, etc.
- Observe the environment of a particular location (like a crime scene) to identify potential evidence
- Perform Law Enforcement Data System (LEDS) or other criminal justice data base inquiry
- Prepare and conduct photo line-up applying appropriate legal parameters
- Read criminal investigation reports
- Read statements
- Review records and photographs to identify people
- Take written statements from people
- Utilize drug test kit and interpret results

Search and Seizure

- Legally conduct pat down of person
- Legally search person, vehicle or premises
- Prepare and serve search warrants applying appropriate legal parameters

Report Writing

- Diagram crime scenes
- Complete required report forms
- Document actions, observations, interpretations, and/or conclusions
- Proofread reports to identify and correct mistakes
- Use word processor or word processing program to write report
- Write descriptive, thorough narrative reports in a timely manner
- Write reports documenting statements/confessions
- Write reports using correct English for clear communication
- Write reports using correct sentence structure for clear communication
- Write reports using correct spelling and punctuation for clear communication
- Write legibly

Community Services

- Administer first aid
- Comfort emotionally upset persons
- Communicate effectively in the English language
- Conduct a police officer mental hold
- Conduct crime prevention
- Conduct welfare check
- Cooperate with other agencies
- Deliver emergency messages (e.g. death notifications, etc.)
- Develop and implement problem solving strategies
- Develop community partnerships
- Interact with people who do not speak English as a primary language
- Make lawful stops, detentions and arrests
- Mediate and assist people in problem solving
- Perform CPR and use AED
- Provide mutual aid
- Refer persons to other agencies that provide services
- Take child into protective custody
- Treat everyone equally and fairly with respect
- Use proactive strategies
- Use sensitivity when dealing with people
- Understand the needs of people with disabilities
- Understand strategies for dealing with people in extreme circumstances or in crisis
- Understanding strategies for dealing with people who are impaired or under the influence of intoxicants or drugs
- Serve subpoenas or civil processes

Evidence Process

- Collect crime scene evidence
- Collect DNA evidence
- Collect latent prints
- Document chain of custody of evidence
- Obtain fingerprints from individuals
- Photograph crime scene
- Photograph evidence
- Photograph suspects/victims
- Preserve crime scene
- Process evidence
- Secure crime scene
- Secure lost/stolen/seized property

Patrol Services

- Arrest persons as authorized by arrest warrants
- Conduct area search
- Conduct bar checks
- Conduct building searches
- Conduct civil stand-by
- Conduct crowd control
- Conduct field interviews
- Conduct patrol of assigned area
- Coordinate response of other resources
- Defuse hostile situations
- Establish perimeters

- Evaluate situations, applying legal standards and requirements to determine appropriate course of action (decision making)
- Investigate suspicious persons
- Issue citation in lieu of an arrest
- Knowledge of K9 operations
- Lodge persons in custody in jail
- Mediate civil disputes
- Operate a mobile data terminal or computer
- Operate office equipment
- Perform equipment inspection
- Prepare for trials/hearings
- Request additional resources (both police and non-police)
- Respond to calls for police services
- Testify in hearings/court
- Transport persons in custody
- Use fire extinguisher
- Use information on crime occurrences to determine patrol patterns
- Use police radio
- Use pursuit intervention tools (e.g. spike strips)

Traffic Services

- Assist operators in exchanging information at crash scenes
- Collect evidence at crash scenes
- Conduct high-risk traffic stops
- Conduct unknown-risk traffic stops
- Diagram traffic crash scenes
- Direct traffic
- Explain legal procedures to traffic violators
- Have vehicles towed
- Investigate major traffic crimes
- Investigate violations of motor vehicle laws
- Locate and verify vehicle identification number
- Operate Intoxilyzer
- Perform Field Sobriety Testing
- Photograph crash scenes
- Protect crash scenes and responders
- Provide motorist assistance
- Utilize speed measurement devices
- Issue traffic citations and warnings

Vehicle Operations

- Inspect vehicle equipment
- Operate safety and emergency equipment in vehicle
- Safely operate vehicle
- Safely operate vehicle in emergency response
- Care for patrol vehicle
- Operate a vehicle while in pursuit

Use of Force

- Apply force within legal parameters using proper judgment and decision making
- Articulate clear, verbal commands

- Awareness and/or understanding of defensive tools commonly used by police officers
- Utilize appropriate tools and tactics in response to use of force situations

Maintain Professional Competence

- Complete and stay current on relevant training
- Demonstrate competent performance
- Maintain and secure equipment and weapons
- Meet/maintain standards for certification
- Meet standards in use of appropriate tools and tactics
- Understand and apply case law
- Understand and apply policies/procedures
- Understand and apply laws, local codes/ordinances
- Review legal and Legislative updates
- Read and comprehend written material (e.g. legal decisions, policies & procedures, training materials, ORS., etc)
- Demonstrate ability to adapt to evolving policing environment

Maintain Professional Standards

- Adhere to the Code of Ethics
- Follow agency policies and procedures
- Meet and maintain minimum ability to perform job tasks
- Maintain a professional image

Sitting, Standing, Walking, Running

- Maintain balance while walking on narrow or elevated surfaces
- Run on flat surface
- Run to assist another officer
- Move in response to attacking person(s)
- Run up/down stairs
- Run/chase after fleeing person
- Sit continuously (car, desk, etc.)
- Stand continuously or for extended times
- Walk continuously or for extended times
- Walk or move backwards
- Walk up/down stairs
- Walk/run on irregular, potentially hazardous surfaces (slick, muddy, rocks, etc.)

Crawling, Climbing, Over/Under Obstacles

- Climb over railings or over other external features/obstacles
- Crawl on hands and knees to search under vehicle/residence/structure, etc.
- Climb or pull oneself over a vertical obstacle (e.g. a fence)
- Crawl under an obstacle
- Crawl through a physically confined area (crawl space, culvert, etc.)
- Climb up/down ladder
- Climb through a window or other small opening

Lifting, Carrying, Pushing

- Carry objects from one location to another
- Carry/drag an unresisting person (with assistance)
- Carry/drag an unresisting person (without assistance)
- Lift objects (not people) up off the ground
- Lift objects above head
- Lift objects down from elevated surface (waist high or above) and place on ground or floor
- Physically force open locked or blocked door/gate
- Pull-push resisting person through vehicle or structure window to remove person from vehicle or structure
- Pull-push unresisting person through vehicle or structure window to remove person from vehicle or structure
- Push/pull objects – other than vehicle
- Pull oneself up to see over obstacles (such as high fences, window ledges, etc.) and/or to gain access to building or structure

Jumping, Vaulting

- Jump over ditch, hole, or other depression
- Jump over hazard such as water, broken glass, etc.
- Jump over raised barrier (e.g. low fence)
- Jump up/down from elevated surface

Struggle, Fight, Defend

- Catch falling person to avoid injury
- Dodge/evade blows, thrown objects
- Draw and fire duty weapon at moving threat in all lighting conditions
- Draw and fire duty weapon in a state of physical exhaustion
- Defend oneself in a physical altercation on the ground
- Extract a struggling person from a structure or motor vehicle
- Fire shoulder weapon (rifle, shotgun, etc.)
- Grip and hold a person to maintain physical control (assisted and unassisted)
- Handcuff – mechanically restrain compliant subject
- Handcuff – mechanically restrain non-compliant subject
- Hold/restrain a struggling person
- Physically defend against and control a single attacker
- Physically defend against and control multiple attackers
- Physically intervene to break up fights/physical confrontations between two or more persons
- Place a struggling suspect in a structure or motor vehicle
- Re-load duty weapon in combat conditions
- Subdue a fleeing person to stop flight
- Take down and subdue a resisting person or attacker
- Use firearms in physical confrontation
- Use defense tool(s) (baton, electrical control device, OC spray, etc.) to subdue person in physical confrontation

- Use nerve pressure points to control/subdue resisting person
- Use various holds to control/subdue resisting – combative suspects

Combined Physical Activities

- Accurately use vision and hearing for threat assessment in use of force situations
- Being struck by, and/or striking person (physical altercations)
- Carrying object up/down stairs/steps
- Conduct area searches (walking, standing, kneeling, crawling, lifting, bending, etc.) looking for item or person
- Conduct physical person searches or individuals
- Draw, aim, fire and retain service weapon
- Drive agency vehicle in a wide range of routine and emergency conditions
- Falling/being knocked down in struggle or pursuit – recovering to feet – resuming struggle/pursuit
- Maintain visual contact in pursuit (car and foot) in unpredictable terrain and conditions
- Multi-task while operating a patrol car (radio communications, computer, weapons and tool, etc.)
- Participate in Defensive Tactics Training (DT's) and scenario based training
- Physically struggling with multiple persons
- Pursue subject on foot, negotiating barriers and hazards (running, jumping, climbing, etc.)
- Rapidly exit vehicle (standing up from a seated position inside the car) and move away from the car
- Routine use of color computer monitor
- Struggle with and subdue subject after pursuit/evasion; place subject in vehicle for transport
- Subdue and physically/mechanically restrain; lift/carry/drag person from one area to another
- Transport person (resisting, not resisting) between locations, maintaining physical control, negotiating stairs, doorways, obstacles and other features
- Understand speech through electronic devices (telephone, radio, cell phone, etc.) in a wide range of environmental conditions
- Use breaching tools to break door, force through door
- K-9 unit activity (keep up with track)

Psychological Elements with Physical Effects

- Being exposed to hazardous substances (drugs, chemicals, infectious diseases, etc.)
- Continuing to function in a physical confrontation after being struck/injured
- Cope with the emotional and physical impact of being shot at
- Cope with the emotional and physical impact of being subjected to verbal threats of violence
- Cope with the emotional and physical impact of constant exposure to personal legal liability

- Cope with the emotional and physical impact of constant scrutiny and criticism (management, attorneys, judges, the public, etc.)
- Cope with the emotional and physical impact of seeing, hearing, smelling and reading about horrific events/occurrences
- Cope with the emotional and physical impact of shift work
- Cope with the emotional and physical impact of witnessing the abuse, injury or death of a child
- Cope with the emotional and physical results of being struck by – exposed to bodily fluids
- Cope with the long term emotional and physical impact of constant exposure to deviance (distorted world view)
- Cope with the physical effects of acute emotional stress [fear, anger, etc.] (self and family)
- Cope with the physical effects of chronic (cumulative) emotional stress (self and family)
- Maintaining a state of hyper vigilance (highly concentrated mental and sensory attention) over protracted period of time
- Viewing, handling, exposure to human remains

General Physical Activities

- Balancing, while leaning, stretching or ducking around obstacles
- Bend down or kneel on knees to conduct search activities or to minimize exposure
- Bending over from waist (to pick up objects off ground, etc.)
- Cardio-vascular endurance (sudden onset, sustained, high-demand physical exertion for longer than three minutes)
- Getting into and out of a vehicle (sitting from standing position and standing from seated position)
- Reaching from various positions to grasp objects/persons
- Talking on phone, radio, while using computer
- Transition between sitting and standing
- Twisting at the waist
- Typing on a keyboard
- Using computer mouse
- Using computer keyboard in vehicle
- Crawling on hands and knees

Sensory Acuity, Discrimination (under low stress or normal conditions)

- Accurately determine full-range colors (clothing, substances, skin tones, etc.) in varying light conditions
- Detect and identify visual images in low-light conditions
- Visually detect and identify images, facial and body features, and movement of persons and objects in varying light conditions
- Visually detect and identify transitory and subtle changes in body language (pupil constriction/dilation, skin color and respiration changes, etc.)
- Detect and identify faint and/or odd odors
- Detect and understand faint auditory signals (whispers, transients [clicks, pops, impacts], air movement, etc)

- Detect and understand speech in the presence of a wide range of environmental sounds, including high levels of ambient background noise
- Three-dimensional vision, sufficient for clear depth perception, image placement and location sufficient for complex visual tasks (driving a vehicle in emergency conditions, pursuit of persons over complex surfaces in unpredictable conditions, stairs, steps, obstacles, weapons use, etc.)

I acknowledge that I have read through all of the critical and essential tasks listed herein (Pages 1-4). I believe that I can complete/perform all of the tasks that are mentioned in this document.

Signature

Date

Printed Name