



# CITY OF SILVERTON

## JOB ANNOUNCEMENT 23-08

The City of Silverton is an Equal Opportunity Employer

<b>Job Title</b>	Police Officer – Entry Level
<b>Job Hours</b>	Works varied shifts 24/7
<b>Hourly Range</b>	\$26.95 - \$34.41 (Effective July 1, 2023: \$28.56 - \$36.45)
<b>Benefits</b>	The City offers an excellent benefits package which includes City-paid employee health, dental, vision, long-term disability, and life insurance, generous family coverage options, City-paid employee contribution to PERS, and options to contribute to deferred compensation plans.
<b>Incentive and Premium Pay</b>	\$175 per month for Intermediate Certification \$350 per month for combined Intermediate and Advanced Certification (both after probation period is completed) <i>Silverton Police Officers may also receive additional pay for select bilingual proficiency, Detective assignment, Field Training Officer assignment, Motorcycle assignment, and longevity.</i>
<b>Location</b>	Police Department, Silverton City Hall 306 S. Water St., Silverton, OR 97381
<b>Application Dates</b>	<ul style="list-style-type: none"><li>• Open – June 13, 2023</li><li>• First review for applications received by 3:00 p.m., Monday, July 3, 2023</li><li>• Position closes, Tuesday, July 25, 2023</li></ul>
<b>To Apply</b>	<ul style="list-style-type: none"><li>• Please see next page for instructions and visit <a href="http://www.silverton.or.us/jobs">www.silverton.or.us/jobs</a> for application materials and complete job description.</li><li>• Applications should be submitted to <a href="mailto:HR@silverton.or.us">HR@silverton.or.us</a> or delivered to Human Resources at City Hall: 306 S. Water St., Silverton, OR 97381. Questions may be directed to the Assistant to the City Manager/HR Coordinator at 503-874-2204. Additional materials not requested (letters, certificates, etc.) will not be accepted as part of any initial application.</li></ul>
<b>Veterans' Preference</b>	Candidates eligible for Veterans' Preference <i>must</i> complete a City Veterans' Preference Form (available with City of Silverton Application) and include appropriate documentation to be considered for Veterans' Preference.

**Summary:** (Refer to the job description for a detailed list of duties and working conditions)

The Silverton Police Department received original State Accreditation under Oregon Accreditation Alliance (OAA) in 2009 and has been re-accredited in 2019. It provides full 24-hour law enforcement services to a population of over 10,500 people in the Mid-Willamette Valley, located 12 miles east of Salem. In addition to general law enforcement services, the agency has specialty positions of Detective, Motorcycle Traffic Officer and School Resource Officer (contract). The agency supports a Community Service Officer, Municipal Court and Juvenile Municipal Court and Peer Court. The department has a full time staffing level of 17 sworn officers.

**Responsibilities:**

- Patrols assigned areas, traffic enforcement, complaint and accident investigation, criminal investigations, apprehension and arrest of criminals, using own judgment in deciding a course of action being expected to handle difficult and emergency situations without assistance; works rotating shifts.
- Meets with concerned citizens, interrogates suspects, witnesses and drivers; Collects and preserves evidence; Arrests violators; investigates and renders assistance at scenes and documents vehicular accidents; Testifies in Municipal, State and Federal Courts.

- Prepares a variety of reports and records, including but not limited to; criminal investigations, crash investigations and CAD reports.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent; Uses desk-top computers in the police facility and mobile data terminals in patrol vehicles.
- Maintains contact with police supervisory personnel to coordinate investigation activities; provide mutual assistance during emergency situation and provides general information about Department activities.

## **Qualifications**

**Minimum Qualifications:** The following requirements must be met for the position of entry level Police Officer:

1. A citizen of the United States.
2. At least 21 years of age at the time of employment.
3. Possess a high school diploma or GED.
4. Possess, or be able to obtain, a valid Oregon Driver's License which meets the requirements of an acceptable driving record under the City's Driving Policy.
5. Meet DPSST physical agility, reading and writing requirements, including visual acuity corrected to 20/20 (uncorrected no worse than 20/200), possess normal color discrimination and peripheral vision, have the ability to chase, apprehend and handcuff suspects, ability to use firearms and defensive tactics, ability to drive vehicles in emergency situations, and have the ability to work outdoors in all weather conditions.
6. The ability to qualify for Basic Police Officer certification from the Oregon Department of Public Safety Standards and Training (DPSST) within one year of employment (training will be provided).
7. Basic computer literacy and keyboard skills.
8. Be able to pass a thorough criminal background investigation.
9. Be able to pass a thorough police applicant psychological testing which includes written testing and interview with Psychologist.
10. Be able to pass pre-employment medical and drug testing.
11. Preference will be given to DPSST certified officers or certifiable officer who have attended and graduated from the DPSST Academy. **NOTE: Individuals who have graduated from DPSST Academy should reference Recruitment 23-09 Lateral Police Officer and follow those instructions.**

**Applicants can be disqualified at any time in the selection process for not being able to meet any of the required qualifications as outlined.**

### **To Apply:**

All applicants must submit a completed City application, detailed resume, and a cover letter.

- Recruit applicants must complete a written test (National Testing Network Frontline test) before being considered for the interview process. Applicants who completed the national Testing Network (NTN) Frontline exam within the last year (June 15, 2022 or later), with scores on file, may be invited to interview depending on a passing score of 75% in all three categories (Video, Reading, Writing).
  - It is your responsibility to schedule the written exam or virtual proctored exam (Frontline) and to have it completed by June 26, 2023 to be considered for first review.

All applicants will be subject to a background investigation. Those who are offered a conditional offer will be required to pass a psychological, medical, and drug screening.

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