



## **EMPLOYMENT OPPORTUNITY**

**City of Roseburg, Oregon**

**Basic Entry Police Officer**

**\$5973/month**

**Open until positions filled**



*Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.*

### **DEFINITION**

The Police Officer is charged with the responsibility of fulfilling the police mission at the primary level of execution. Prevents and represses crime through patrol activities. Enforces City ordinances, State and Federal laws, apprehends offenders and secures compliance in lessor non-criminal matters.

### **ESSENTIAL FUNCTIONS**

*Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.*

*The following information is not all-inclusive.*

- Patrols city, businesses and residential streets for purpose of enforcing traffic and criminal laws; checks for suspicious persons and vehicles.
- Responds to calls including citizen complaints, thefts, family disputes, and juvenile complaints and takes appropriate action.
- Initiates investigations of accidents, death and criminal complaints; gathers evidence for prosecution; makes arrests and issues citations, handles suspects as called for by law and department regulations.
- Fingerprints and photographs suspects as arresting officer.
- Prepares full and comprehensive written reports as required.
- Utilizes computer to receive and transmit messages.
- Appears in court as witness, serves writs, warrants and subpoenas.
- Represents the department and the City in community activities, educational programs and while in daily contact with the public.
- Keeps informed on current crime problems and engages in tactical operations as directed; is constantly aware of possible vice or narcotic violations, reporting such conditions immediately to the department.
- Assists the public by answering inquiries regarding directions, laws and ordinances, aids stranded motorists, conducts vacation house checks, checks road conditions, street signs and street lights, gives other assistance to public when needed.

## **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT KNOWLEDGE, SKILLS & ABILITIES**

- Ability to perform essential job functions as outlined by DPSST Job Task Analysis.
- Ability to comprehend and interpret laws, statutes and regulations.
- Ability to learn a considerable amount of factual material such as laws, statutes, regulations, ordinances and procedures and apply this knowledge on the job.
- Physical strength and agility to perform the work of the class as determined by the Police Department.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to understand sometimes-complex oral and written instructions and to act upon them accordingly.
- Ability to analyze situations quickly and objectively and determine a proper course of action to be taken.
- Ability to work effectively and courteously with the public, other agencies and other employees.

## **EDUCATION & EXPERIENCE**

*Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.*

Education: Graduation from high school or the equivalent GED.

## **SPECIAL REQUIREMENTS & CERTIFICATIONS**

United States citizen within 18 months of employment.

Not less than 21 years of age.

Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

Successful completion of department entrance level examinations.

Excellent physical condition as defined in Specifications F-4 and Specifications F-2-Vision of the Oregon Department of Public Safety Standards and Training (DPSST).

Good moral character as determined by thorough background investigation as prescribed by Specification S-2 of the DPSST.

Possess DPSST Basic Certificate within 18 months of appointment.

No disqualifying offenses related to domestic violence as defined by the Omnibus Consolidated Appropriations Act of 1997.

Post-offer physical.

## **WORKING CONDITIONS**

*The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, to perform the essential functions, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.*

**Environment:** Emergency Peace control environment; travel from site to site; exposure to hostile environments, traffic hazards, and inclement weather conditions; extensive public contact. Exposure to dangerous persons, firearms, bodily fluids, hazardous materials, and noise. May occasionally work near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate. May be required to travel outside City boundaries to attend meetings.

**Mobility:** Requires sufficient mobility to restrain or subdue individuals; physical endurance in running and climbing; good balance and hearing. Requires sufficient mobility to discharge firearms and utilize various other law enforcement equipment; to operate a motorized vehicle. Frequently required to sit and talk or hear, taste or smell. Requires the ability to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl or run. May occasionally be required to engage in physical altercations to take, or maintain control of suspects or prisoners. The employee must occasionally lift and/or move more than 150 pounds.

**Vision:** Requires vision consistent with Police Standards set by the State of Oregon. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Police Officer.*

## **32-HOUR WORKWEEK PILOT PROGRAM**

The City of Roseburg Police Department has launched a 32-hour workweek pilot program for the Patrol Division. The pilot program authorizes members of the Patrol Division to work a 32-hour work week (4-day/8-hour schedule) while receiving compensation for a 40-hour workweek, provided all essential work is completed and minimum staffing levels are achieved.

## **BENEFIT SUMMARY**

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at:

<https://www.cityofroseburg.org/departments/human-resources/employee-benefits>

### **Insurance Benefits:**

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Long-term disability insurance, provided by the City.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

### **Additional Benefits:**

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP)
- The City has a fully equipped fitness center available 24 hours a day.

## **VETERANS' PREFERENCE**

The City of Roseburg follows Oregon law regarding Veterans' Preference; you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215.

If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

## **HOW TO APPLY?**

Complete an application form available via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

In-Person: City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

Email: [jobs@cityofroseburg.org](mailto:jobs@cityofroseburg.org)

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Please direct questions to City of Roseburg Administration, Human Resources office at 541-492-6866.

**Equal Opportunity Employer**

## Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 24,258 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to [www.experiencerooseburg.com](http://www.experiencerooseburg.com)

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

