



**CITY OF MEDFORD (OREGON)**  
invites applications for the position of:

## **Police Officer**

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**SALARY:** \$25.37 - \$33.67 Hourly  
\$4,397.75 - \$5,835.58 Monthly  
\$52,773.00 - \$70,027.00 Annually

**OPENING DATE:** 10/29/15

**CLOSING DATE:** 11/20/15 04:00 PM

### **SUMMARY:**

*This recruitment is for four full-time openings and to establish an eligibility list for filling future openings in the Medford Police Department. Laterals are encouraged to apply and will be interviewed in a separate process. Laterals do not need to take the written test.*

\*\*\*You must complete the online test at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). Please refer to the directions at the bottom of this posting.\*\*\*

*(Non-probationary officers receive up to an additional 10% differential for college credits and DPSST certifications.)*

The Police Officer is the first level in a four level police series. Police Officers are responsible for performing police activities as a sworn Officer. The Police Officer has the duty to protect life, property, and maintain public safety. The Police Officer deters crime by enforcing local, state, and traffic laws under the jurisdiction of the Medford Police Department. The Police Officer is distinguished from the Police Sergeant by its full supervisory responsibilities. This position may be required to work variable shifts.

**DESIRABLE QUALIFICATIONS:** Knowledge or ability to learn use of firearms. Ability to learn, understand, and interpret laws, ordinances, policies, regulations and rules, write clear and accurate reports, remember names, faces, and details of incidents, understand and carry out complex oral and written instructions, analyze situations and adopt a quick and reasonable course of action, establish and maintain effective working relationships with others. (See Job Description for more details)

**Benefits:** (See Benefits Tab for more details)

- Full Family, Medical, Dental, Vision Care, and Prescription Insurance (depending on plan selection, some employee contribution may be required).
- Medical Savings Program (HRA/VEBA) - 1.2% of wage contribution from the City plus \$75 per pay period.
- \$50,000 Life Insurance, AD&D, and Long Term Disability
- Retirement - State of Oregon PERS/OPSRP Retirement Plan - 100% Fully City paid
- 176 hours of vacation & 96 hours of sick leave per year

### **TYPICAL JOB DUTIES:**

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization. Position specific responsibilities may differ depending on unit assigned to. This position:

- Prepares and disseminates reports and makes recommendations on actions to be taken.

- Investigates local, state and federal crimes which may include:
  - Determining appropriate actions to be taken.
  - Determining resources to utilize.
  - Determining who to interview.
  - Determining appropriate evidence to be collected.
  - Determining if illegal activities are civil or criminal infractions.
- Responds to calls for service, which may include:
  - Determining level of emergency or non-emergency.
  - Formulating tactics to be used in approaching and contacting individuals.
  - Determining if a report should be written, etc.
- Enforces local, state and federal laws; cites and/or arrests individuals who have violated applicable laws.
- May train and mentor peers.
- Provides credible court testimonies.
- Investigates traffic offenses and vehicular collisions, instructs public safety classes, conducts emergency traffic control activities, and participates in specialty details.
- Serves as a liaison between schools and the Department, handles truancy, as well as coordinates and develops programs such as: helmet safety, after school, drug free, and other related youth programs.
- Gathers intelligence information, identifies local gangs, and investigates narcotic activities and violations.
- Investigates a variety of in-depth cases, conducts polygraphs and interrogations, and processes evidence.
- Scope of assigned area will depend on departmental structure and is at the discretion of the Police Chief.
- Upholds the values of the organization and has strong customer service orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Must be honest and truthful in all tasks and responsibilities.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.

**Core Competencies:**

**Individual Contributor:**

Incumbents should have a solid foundation of the following core competencies identified by the organization to be essential:

**Communicativeness** - Effective performers recognize the essential value of continuous information exchange. They actively seek information from a variety of sources and disseminate it in a variety of ways. They use modern technologies to access and circulate information. They take responsibility for ensuring that their people have the current and accurate information needed for success.

**Composure** - Effective performers maintain emotional control, even under ambiguous or stressful circumstances. They are able to demonstrate emotions appropriate to the situation and continue performing steadily and effectively.

**Customer Service** - Effective performers attend to customers in a timely manner. They view the organization through the eyes of the customer and go out of their way to anticipate and meet customer needs.

**Drive/Energy** - Effective performers have a high level of energy and the motivation to sustain it over time. They are ambitious and passionate about their role in the organization. They have the stamina and endurance to handle the substantial workload present in today's organizations. They know that a healthy work/life balance is important to sustained energy. They are motivated to maintain a fast pace and continue to produce even in exhausting circumstances.

**Functional/Technical** - Effective performers are knowledgeable and skilled in a functional specialty. They add organizational value through unique expertise in a functional specialty area. They remain current in their area of expertise and serve as a resource in that area for the organization.

**Integrity** - Effective performers think and act ethically and honestly. They apply ethical standards of behavior to daily work activities. They take responsibility for their actions and foster a work environment where integrity is rewarded.

**Initiative** - Effective performers are proactive and take action without being prompted. They don't wait to be told what to do or when to do it. They see a need, take responsibility, and act on it. They make things happen.

**Learning Agility** - Effective performers continuously seek new knowledge. They are curious and want to know 'why'. They learn quickly and use new information effectively. They create and foster a culture of interest, curiosity, and learning.

**Positive Impact** - Effective performers make positive impressions on those around them. They are personable, self-confident, and generally likable. They are optimistic and enthusiastic about what they do, and their excitement is contagious. They energize those around them.

**Problem Solving/Decision Making** - Effective performers are able to identify problems, solve them, act decisively, and show good judgment. They isolate causes from symptoms, and compile information and alternatives to illuminate problems or issues. They involve others as appropriate and gather information from a variety of sources. They find a balance between studying the problem and solving it. They readily commit to action and make decisions that reflect sound judgment.

**Sensitivity** - Effective performers value and respect the concerns and feelings of others. In the workplace, this compassion translates into behaviors that communicate empathy toward others, respect for the individual, and appreciation of diversity among team members.

**Team Player** - Effective performers are team oriented. They identify with the larger organizational team and their role within it. They share resources, respond to requests from other parts of the organization, and support larger legitimate organizational agendas as more important than local or personal goals.

#### **JOB QUALIFICATIONS:**

- Significant years of experience to perform the job effectively; and
- Graduation from high school and/or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; and
- Must be 21 years of age with no felony convictions.
- Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession.
- Possession of licenses and/or certifications associated with the assignment, such as:
  - Basic Police Certificate (DPSST); obtained after successful completion of the academy and field training.
- 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 (ORS 807.020 (1)).
- Requires completion of a background investigation to the satisfaction of the City.

#### **Special Requirements:**

- U.S. Citizen within 18 months from date of hire
- Valid driver's license by hire date
- Good physical condition
- Must be able to complete ORPAT at time of interview. For description of the test refer to [www.oregon.gov/DPSST/Pages/at/ORPAT.aspx](http://www.oregon.gov/DPSST/Pages/at/ORPAT.aspx)
- Must meet DPSST standards of speech, hearing and vision. For DPSST requirements refer to [www.oregon.gov/dpsst/SC/docs/All%20Supplemental%20Information/FrequentlyAskedMedicalFormInformation082113.pdf](http://www.oregon.gov/dpsst/SC/docs/All%20Supplemental%20Information/FrequentlyAskedMedicalFormInformation082113.pdf)
- Smoking prohibited in all City buildings and Police vehicles

- For list of minimum standards for employment as a Law Enforcement Officer refer to [www.oregon.gov/dpsst/SC/docs/Rules/Sept%202012/008-0010%20FINAL.pdf](http://www.oregon.gov/dpsst/SC/docs/Rules/Sept%202012/008-0010%20FINAL.pdf)

### **SUPPLEMENTAL INFORMATION:**

**To Apply:** City of Medford employment application must be completed online via the City's website [www.ci.medford.or.us](http://www.ci.medford.or.us) by 4:00 p.m. deadline on Friday, November 20, 2015. The City of Medford complies with the Americans with Disabilities Act. If you consider yourself disabled and desire assistance in the application process, please contact the Human Resources Department by telephone: (541) 774-2010 or email: [humanresources@cityofmedford.org](mailto:humanresources@cityofmedford.org).

**Selection Process:** Applications will be reviewed by the Police Department. Candidates most closely meeting the City's needs will be referred for interview with final appointment by the City Manager. Selection procedures and time lines subject to change. Those selected must be able to provide proof of legal right to work in this country. Hiring will be subject to a favorable pre-employment exam, including a criminal history background investigation, psychological exam, favorable driving record, physical, and drug screen.

**Follow these steps to apply:**

1. Click Employment Opportunities on right hand side of City's website.
2. Click on this position, scroll over and click apply.
3. Create a user name and password and fill out application.

**Directions to complete written test:**

The Medford Police Department offers full testing services for the position of police officer through National Testing Network, Inc. To fill out an application and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Law Enforcement and sign up for the Medford Police Department.

What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Completion of the application process.
- Review all information related to the Medford Department police officer position, including minimum requirements, salary and benefits.
- Detailed information about the testing process for both the entry level test.
- Opportunity to take online practice tests at [www.frontlinetest.com](http://www.frontlinetest.com).
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays.
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam, all candidate scores are automatically forwarded to the Medford Police Department.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Medford Police Department's responsibility and decision making in the testing process. All candidate results are provided to the Medford Police Department where the final decisions are made.

**Veterans:** Clearly describe for Supplemental Question #17 transferable "Knowledge and Skills", obtained in the military, which are listed under the Job Qualification skills section of this recruitment.

**POSTING: 2015-66**

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**VETERAN'S PREFERENCE:**

If you are a Veteran and want to apply for Veteran's Preference Points, please submit a copy of your DD214/215, certificate of honorable discharge, and if disabled, a public employment preference letter from the U.S. Department of Veterans Affairs. These documents must be electronically attached to your online job application, at the time of submittal, to receive preference. No late submissions will be accepted.

**EQUAL OPPORTUNITY EMPLOYMENT:**

The City of Medford gives consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex,

age, marital status, physical or mental disability, political affiliation, sexual orientation, gender identity, source of income, familial status or any other non-merit factor. The City of Medford complies with the Americans with Disabilities Act. If you consider yourself disabled and require assistance in the application process, please contact the Human Resources Department.

**HOW TO APPLY:**

Please visit our jobs site at <http://agency.governmentjobs.com/medfordor/default.cfm> to submit an online application.

Applications and supplemental questions, if applicable must be received by 4 p.m. on the closing date.

Please don't delay. Apply as soon as you see the job announcement as the closing date may change.

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://ci.medford.or.us>

Position #2015-166-01  
POLICE OFFICER  
CH

411 W. 8th St., Room 360  
Medford, OR 97501  
(541) 774-2010 (Office) (541) 618-1703 (Fax)

[humanresources@ci.medford.or.us](mailto:humanresources@ci.medford.or.us)

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### Police Officer Supplemental Questionnaire

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?  
 Yes    No
  
- \* 2. Have you ever been convicted of a crime? If yes, please indicate date, place, disposition, reason, and which agency.
  
- \* 3. Have you ever been convicted of any law involving use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug?
  
- \* 4. Have you ever been convicted of unlawful possession of less than one ounce of Marijuana? If yes, please indicate date, place, disposition, reason, and which agency.
  
- \* 5. Have you ever been involved in any conduct involving dishonesty, fraud, deceit, or misrepresentation?
  
- \* 6. Have you ever been discharged for cause from a public safety agency? If yes, please indicate date, place, disposition, and which agency.
  
- \* 7. Do you have vision of at least 20/100 in each eye, corrected to no less than 20/30 with glasses; or corrected with contacts to 20/30 in each eye with no uncorrected standard?  
 Yes    No
  
- \* 8. Are you color blind or night blind?

Yes  No

\* 9. Do you have adequate visual acuity, depth perception and peripheral vision?

Yes  No

\* 10. Do you have adequate hearing, aided or unaided?

Yes  No

\* 11. Can you speak English clearly and concisely?

Yes  No

\* 12. Can you write the English language clearly, accurately, concisely, legibly, and correctly?

Yes  No

\* Required Question

**CITY OF MEDFORD  
BENEFIT SUMMARY — POLICE EMPLOYEES**

**INSURANCE**

Medical/Dental/Vision	Full-family, medical, dental, Rx and vision care Providence Health Plans Medical/Vision/Rx – PacificSource Dental Premiums effective 1/1/15 – No employee contribution for plans • \$250 deductible; \$500 deductible, or \$1,500 deductible plan
Life	\$50,000 Life Insurance and AD&D
Long Term Disability	66 2/3 of Salary up to \$2,000 monthly benefit

**RETIREMENT**

PERS/OPSRP	State of Oregon <u>PERS/OPSRP Retirement plan</u> • 100% Fully City paid
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**LEAVE BENEFITS**

Sick Leave	96 hours of sick leave per year.
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Vacation	<table border="1"> <thead> <tr> <th>Yrs of Service w/City</th> <th>Annual Vacation Hrs</th> </tr> </thead> <tbody> <tr> <td>1 - 5 years</td> <td>176</td> </tr> <tr> <td>5 -10 years</td> <td>204</td> </tr> <tr> <td>10 - 15 years</td> <td>228</td> </tr> <tr> <td>15 - 20 years</td> <td>256</td> </tr> <tr> <td>20+ years</td> <td>288</td> </tr> <tr> <td>Maximum</td> <td>2 X annual</td> </tr> </tbody> </table>	Yrs of Service w/City	Annual Vacation Hrs	1 - 5 years	176	5 -10 years	204	10 - 15 years	228	15 - 20 years	256	20+ years	288	Maximum	2 X annual
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**OTHER BENEFITS**

Health Reimbursement Arrangement (HRA)	<p>Medical Savings Program</p> <ul style="list-style-type: none"> <li>• 1.2% of wage contribution</li> <li>• \$75 per pay period (semi-monthly) contribution (\$1,800 annually)</li> <li>• If Health Insurance premium is less than the maximum cap the difference is contributed to the employees' HRA-VEBA Account. (\$138.18 per month for \$1,500 deductible plan, \$50.46 per month for the \$500 deductible plan, or \$23.74 per month for the \$250 deductible plan)</li> <li>• Sick leave above 960 hours contributed at 50% to HRA-VEBA account</li> </ul>
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Employee Optional Benefits	<p>Additional Life Insurance on employee and family members Optional deferred compensation under IRC Section 457 IRC Section 125 un-reimbursed medical and child care pre-tax deduction program.</p>
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